



**Boatbuilding Instructor  
Recruitment Pack**

# The Role & Requirements

## Boatbuilding Instructor Job Description

### Purpose

This is a full-time permanent position at 37.5 hours per week, to be based in Boathouse 4 at Portsmouth Historic Dockyard.

Reporting to the Head of Teaching this post will deliver shipwright training to Learners and contribute to ongoing Learner and course development.

### Duties

#### Instructor

1. Deliver high quality shipwright training to Learners in line with course syllabus;
2. Assess and record Learner progress against training targets;
3. Attend regular teaching team meetings to discuss Learner progress, and create tailored Learning Plans;
4. Manage deployment of Learners to maximise learning opportunity and productivity, under the direction of the Head of Teaching and the Director of Marine Operations.

#### Health and Safety

5. Ensure all necessary protective clothing/equipment is worn/used at all times by volunteers and Learners when working with machinery or manually;
6. Maintain required Health and Safety documentation and records;
7. Assist in ensuring the workshop is kept clean and tidy at all times, and that electrical machinery is used in accordance with standard safety practices;
8. Ensure that safe working practices are adhered to at all times by volunteers and Learners using the workshop, and that only suitably qualified and competent personnel operate machinery;
9. Report any defective or unsafe equipment immediately to the Stores and Machine Shop Manager.

#### General

10. Help to ensure that all necessary policies, working guidance, procedures and recording mechanisms are maintained and updated;
11. Support all other administrative systems associated with the Learners and Boat Volunteers;
12. Contribute to monitoring, evaluation and report writing as required by Head of Teaching and/or Director of Marine Operations;

13. Any other duties required within the scope of the post.

### **Data Protection**

14. Comply with the Trust's current Data Protection Policy and Privacy Notices when processing personal data in the course of employment, including personal data relating to any student, employee, worker, contractor, volunteer, customer or supplier.

### **Equality**

15. The post holder is required to work within the Equal Opportunities Policy (and all other PNBPT policies) and to take account of equality considerations within the remit of the role.

## **Boatbuilding Instructor Person Specification**

### **Essential**

- Proven track record as a multi-disciplined Shipwright
- Teaching experience in an informal learning environment
- Good communication skills, demonstrating the ability to impart knowledge and provide instruction and constructive feedback.
- Experience of successfully undertaking new builds, rebuilds and restorations, on time and on budget
- Proficiency in wood working machinery, hand and power tools
- Good administrative and record keeping skills
- Good organisational and planning skills particularly with respect to deadlines and scheduled works

### **Desirable**

- P.T.L.L.S qualification / NCFE Level 3 Award in Education & Training
- Experience of teaching in the Lifelong Learning sector
- Qualification in woodworking machinery training
- An interest in maritime heritage

## Terms & Conditions

### Employer

Portsmouth Naval Base Property Trust, which has operated IBTC Portsmouth since September 2017.

### Salary

£28,560 per annum (pay review pending).

### Annual Leave

The annual leave allocation for new employees is 25 days per year, plus statutory public holidays.

### Workplace Pension Scheme

The Trust has a Group Personal Pension Scheme which new employees are automatically enrolled into if they are aged at least 22 but are under State Pension Age and are earning more than £10,000 a year.

Monthly pension contributions are based on a percentage of gross basic earnings. From 6 April 2019 the employee contribution is 4% and the employer contribution is also 4%. Employees can opt to pay more than 4% into their pension if they wish. The Trust matches employee contributions up to a maximum of 5% of gross basic pay.

## Staff Benefits Information

The benefits below are provided to employees on a non-contributory basis, none are classed as taxable benefits.

### Group Life Assurance

Should an employee die whilst in the Trust's service, a nominated beneficiary will receive two times the individual's gross salary as at the date of their death. Cover expires when the member leaves the Trust's employment, reaches the age of 70, or retires early.

### Group Permanent Health Insurance

All employees who work more than 16 hours per week are included on the Trust's Group Permanent Health Insurance policy. If an employee becomes unfit to work through illness or injury they will, after a 'waiting period' of 26 weeks, receive an annual amount equal to the lesser of:

- 50% of current basic salary
- 75% of current basic salary less any long-term incapacity benefit

subject to a maximum of £120,000.

### **Health Screening**

The Trust's health screening scheme is open to all employees aged 30 and over. The scheme is run by Nuffield Health and entitles members to a full health assessment every two years. The assessment includes a wide range of tests designed to evaluate general state of health and wellbeing.

### **Portsmouth Historic Dockyard Discounts**

- Free access to the Portsmouth Historic Dockyard attractions (for employees).
- 50% discount on Portsmouth Historic Dockyard tickets (up to 4) for family and friends.
- 25% discount on food and drinks from onsite caterers including the Boathouse 4 restaurant, Costa and Boathouse 7 cafe.
- 10% discount on most items from onsite gift shops.

### **Parking**

Once employees have completed the security clearance process and are issued a Naval Base Pass, they can request a parking pass which allows them to park on site, free of charge.

## **Portsmouth Naval Base Property Trust**

The Trust was established by English Heritage and the Ministry of Defence in the 1980's to take on responsibility for the preservation and re-use of historic buildings and historic vessels principally, but not exclusively, associated with the Royal Navy. Over a 30 year period it has invested over £100 million pounds in transforming Portsmouth Historic Dockyard into one of the leading tourist attractions in the UK.

The Trust has been preserving historic vessels since the early 1990's and now has one of the largest collections of military related craft. More recently the Trust succeeded in obtaining a grant from the Chancellor's LIBOR Fund to create a "Memorial Flotilla" – a collection of fully operational craft representing those which took part in the defence of the realm throughout the 20<sup>th</sup> century.

The International Boatbuilding Training College began training students in Lowestoft in 1975. The College's owners, in partnership with the Portsmouth Naval Base Property Trust (PNBPT), established the International Boatbuilding Training College Portsmouth as an independent charity in Portsmouth Historic Dockyard. In 2017 ownership of the College transferred to PNBPT. This has enabled full integration of the College with the Trust's Historic Boat Collection and wider conservation activities.

# IBTC Portsmouth

## Our Ethos

IBTC Portsmouth is dedicated to preserving traditional boatbuilding skills by introducing new generations to the art. We train students to the highest standards of craftsmanship and instil in them a sense of pride in their work.

We equip our students for futures in the traditional boatbuilding and restoration industry, training them to an unparalleled breadth of knowledge and experience, whilst encouraging the highest standards of professionalism.

There is no one way to build a boat. The IBTC Portsmouth course not only provides training in a variety of construction methods, but has been designed to develop students' problem solving and spatial reasoning skills, equipping them with the versatility vital for meeting the unique challenges presented by each traditional construction and restoration project.



## The Course



Our joinery module equips students with the hand tool skills required for boatbuilding. Students then move to boat work on the main floor, using both hand and static power tools. The College curates a wide variety of real, operational new builds and selected restoration projects of different sizes ready for student training tasks. This ensures that students gain experience of each stage, on craft from different era, constructed using a variety of techniques.

The course is principally a practical one, but also includes lectures on boatbuilding theory and opportunities for project management, which provide a greater depth and breadth of understanding of the construction process.

## Facilities



IBTC Portsmouth is based in Boathouse 4, a 3,500 square metre boatshed in Portsmouth Historic Dockyard built in 1939. The building was redeveloped in 2015 when PNBPT secured funding from the Heritage Lottery Fund. It now houses a custom-designed boatbuilding training facility - equipped with joinery, varnish and machine shops, a library, and a large main boatbuilding floor. Boathouse 4 is home to the Portsmouth Naval Base Property Trust's collection of historic small naval craft, which provide real and valuable heritage restoration projects for student training.

## The City of Portsmouth

Portsmouth is the only island city in the United Kingdom, mainly built on Portsea Island, a flat, low-lying island measuring 9 square miles in area, just off the south-east coast of Hampshire.



Portsmouth is located 70 miles south-west of London and 19 miles south-east of Southampton. The city has several mainline railway stations that connect to Brighton, Cardiff, London Victoria and London Waterloo, amongst other lines in southern England. Southampton Airport is also within easy reach. Portsmouth International Port is a commercial cruise ship and ferry port for international destinations. The port is the second busiest in the United Kingdom after Dover, handling around three million passengers a year.

Her Majesty's Naval Base, Portsmouth is one of three operating bases in the United Kingdom for the British Royal Navy. Portsmouth Naval Base is part of the city of Portsmouth, located on the eastern shore of Portsmouth Harbour, north of the Solent and the Isle of Wight. Adjacent is Portsmouth Historic Dockyard, home to the finest maritime heritage in the world, including the historic ships HMS Victory, HMS Warrior 1860, Mary Rose and M.33.

Further information:

Visit Portsmouth – official Portsmouth tourist information site  
[www.visitportsmouth.co.uk](http://www.visitportsmouth.co.uk)

Portsmouth Historic Dockyard website  
<https://www.historicdockyard.co.uk>

Portsmouth Naval Base Property Trust website  
<http://www.pnbpropertytrust.org>