



## **Volunteer Role: Director of Boat Operations for The Kennet & Avon Canal Trust**

### **Background:**

The Kennet & Avon Canal Trust is a volunteer led charity that works to protect, enhance and promote the Kennet & Avon Canal. As part of its wide-ranging work, the Trust currently operates 9 boats;

- 4 boats designed for, and hired to disabled and disadvantaged people & their carers.
- 1 boat is used by youth groups
- 4 boats are MCA (Maritime & Coastguard Agency) coded trip boats

The boats operate commercially, but are entirely managed and crewed by volunteers. The boats carry around 22,000 passengers each year and raise up to £100k to support the work of the Trust.

### **Role:**

The Director of Boat Operations

- Is the “Designated Person” as defined by the MCA (MSN 1869 (M))
- Ensure the 4 trip boats are in compliance with the regulatory standards of the MCA.
- Responsible for monitoring the safe operation of the boats
- Responsible for the health and safety of boat operations
- Ensure the boats are adequately manned, equipped & maintained
- Ensure all Skippers & crew have undertaken the required training

Whilst this MCA role is focused on the 4 (coded) trip boats, the Director of Operations also needs to ensure the other 5 boats (Bruce Boats), meet statutory standards (inc. Inland Waters Small Passenger Boat Code)

The Director of Boat Operations will need to work very closely with the **Director of Boat Development** on long term plans, major works, upgrade and boat replacement projects. Especially providing input on changes to the MCA regulations that will need work to be scheduled on the boats.

### **Main Tasks:**

- Member of the Trust’s trading subsidiary board, managing a major boating, catering and retail business delivered via a volunteer work force
- Compliance & Safety
  - MCA Designated Person as defined in MSN 1869 (M)
  - Keep an up to date schedule of due inspections & tests.
  - Arrange safety audits and submit results to MCA
  - Liaise with the MCA to schedule inspections, and attend as many as possible
  - Report to MCA on all necessary matters
  - Remain abreast of legal developments, regulations and notices via MCA
  - Oversee maintenance of the Trust’s Boat Safety Manual (Domestic Safety Management)
  - Ensure common policies across all boats for safety, document management and training Ensure they have all the documents and procedures necessary.
- Develop close personal relationships with Boat Managers, Training Managers and Engineering Managers.

- Ensure the Boat Teams have the skills & experience necessary to safely operate a passenger vessel.
- Schedule necessary First Aid and Fire & Water Safety Training
- Respond and take action if needed, to Incident & Accident Reports
- Co Host up to 2 meetings p.a. of the senior Boat Managers & Trainers
- Member of the H&S committee,

**Time Commitment:**

Highly flexible and much can be achieved working from home. Attendance is required at 5/6 board meetings each year, 2 Boat Manager meetings and up to 8 boat inspections. Average commitment would be about one day per week.

**Skills:**

- Excellent communication skills.
- Ability to read, analyse and interpret all the applicable regulations (mainly MCA)
- Ability to converse with government regulatory bodies (mainly the MCA)
- Good understanding of boats and canal boating.
- Ideally an MCA qualified Boatmaster