

## **HEAD OF SAILING OPERATIONS & RELIEF SKIPPER RUBICON 3 ADVENTURE**

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### **Introduction**

Rubicon 3 is looking for a Head of Sailing Operations. Your role will be to redefine what best practice is in this sector of the sailing industry and produce a best in class operation with exceptional levels of professionalism, organisation and output. A largely shore based role, this is the perfect opportunity for someone who has had many years at sea and is now looking to use the wisdom, skills and experience they have gained during that time to shape a new generation of sailors and ensure our customers have exceptional sailing adventures. In this fast moving, entrepreneurial company, we encourage you to be creative and to make the positive changes you believe need to be made.

### **Rubicon 3 adventure overview**

Rubicon 3 runs sailing adventure holidays in some of the world's most remote and beautiful locations. These include Svalbard, the Caribbean, Morocco, the Azores and more. In our 9 years of operating, we have become known the world over for our focus on delivering high quality, professional sailing, training and exploring – with a really human, caring ethos. Rubicon 3 will be growing significantly over the coming years as we expand our sailing operations and broader commercial activity and you will be at the centre of this growth.

### **Job summary**

The Head of Sailing Operation will have responsibility for scheduling the expeditions for the season then ensuring that they run safely, on time and to a high standard. This will require you to research and plan new and exciting routes; recruit, train and manage the skippers and mates; provide the content for customer facing training material; and act as shore contact for the expeditions while they are underway.

You will also be monitoring customer load factors by trip, managing bookings as they come in and ensuring customers have the materials and information they need in the build up to their trip.

You will also work closely with our Chief Engineer to ensure the yachts are in a high state of operational readiness both out of and during the season. You need to be comfortable participating in multi media content as our marketing team will interview you for your thoughts on upcoming passages, weather situations, destinations and such like.

Finally, you will act as our relief skipper. This means that if an appointed skipper should be unable to fulfil their role and we cannot find a suitable replacement, you will be on call to head out to the yacht at short notice anywhere in the world and complete the expedition.

### **RESPONSIBILITIES INCLUDE:**

#### **Recruitment, training and managing of the skippers and mates**

Rubicon 3 has a mix of full time mates on our Skipper Development programme, freelance relief mates and freelance skippers. You will need to ensure this pool is of the highest

quality possible, is well trained, motivated and well managed. Of particular importance is ensuring the structured progress of the mates on our Skipper Development programme.

### **Scheduling and planning of expeditions**

You will be responsible for planning an exciting but manageable and carefully planned out sailing schedule for our yachts, including to destinations such as Svalbard, Morocco, Iceland, the Caribbean and more.

### **SOPs, risk assessments and training**

We need to ensure we have rigorous up to date risk assessments for all of our operations and activities. From this, we ensure we have top quality Standard Operating Procedures (SOPs) that are presented in such a way as to be of maximum use to the sailing crew. Training material and training programmes must also be developed for the Rubicon 3 crew and for the customers who join the trips.

### **Shore contact**

Twice a day, the skipper of each yacht checks in to the R3 HQ to report on their position and plans. You will be this point of contact and act to ensure that the yacht stays on schedule and delivers a full expedition experience to the customers. You will also be there to offer advice, guidance and support to the skipper and mate.

### **Customer reviews and crew development**

Every customer is asked to submit a post trip review, detailing their experience. You will need to collate these reviews and use them as a basis for Continuous Professional Development (CPD) for our skippers and mates, while addressing and responding to any issues that the customer may raise.

### **Managing customer bookings, crew lists, budgets and other general administration**

You will need to update operational systems with new customer bookings and ensure yachts are not under or over crewed. You will then produce crew lists and ensure the skipper is aware of numbers, allergies and other key information. You will ensure the skipper has the allocated funds for the trip and has stayed within budget during the trip, with all receipts and accounts kept in good order. You will produce regular reports showing the status of the trips, crew, budgets and yachts.

### **Contribution to the broader promotional output**

As the Head of Sailing Operations, the marketing team will ask you to contribute to interviews about forthcoming passages, weather developments and various other issues that arise. You may also be asked to contribute to some blogs and articles, using your expertise to give an informed view on issues.

### **Relief skipper**

Very occasionally, a skipper has to pull out of an expedition. As our relief skipper, you will need to be able to pack up and go, possibly at very short notice, heading off to what might be an unfamiliar location, and use your skill and experience to seamlessly pick up the baton and run a good, fulfilling trip. A preparedness and willingness to do this is absolutely essential to this role. Separately to this, to ensure you remain familiar with the yachts and

expeditions, (& because they are great trips!) you will be scheduled to run two trips a year, totalling around 4 weeks at sea a year.

## **SKILLS & EXPERIENCE**

### **Essential: Highly experienced big boat Yachtmaster Ocean with all the tickets**

You must have a commercially endorsed Yachtmaster Ocean, Proficiency in Medical Care, GOC or LR certificate, PB level 2, ENG 1 (please note that a current ENG1 will be an ongoing requirement for this role and failure to obtain one at any time would make you ineligible to continue in the role). You must have a minimum of ten years experience as a professional skipper with experience in various regions around the world, including ocean crossings. At least three years of your experience must have been skippering on yachts of 60' or above. High latitudes experience is desirable but not essential.

### **Essential: Strong management skills**

You will be recruiting, training and managing a diverse group of freelance and full time sailors, all with different backgrounds, experience levels and motivations. You need to be able to form them into a really strong, coherent group that is highly motivated and that can embody the Rubicon 3 ethos at all times. Where problems occur, you need to be able to deal with them effectively and professionally, ensuring we stay within relevant employment law at all times.

### **Essential: Good written English, plus use of Word, Excel and Powerpoint**

This role requires a fair bit of research and writing, from trip briefs to training material. To be effective, you need to be able to communicate clearly and concisely in well written text. You will also need to have a good working knowledge of word, excel and powerpoint.

### **Desirable: Thorough knowledge of relevant maritime regulations, risk assessments and insurance**

From MGN 280 through to the MLC, you need to have a good grasp of the relevant legislation. Areas where you are not familiar with you will need to get familiar with rapidly. You must be able to conduct meaningful risk assessments (vs box ticking exercises) and write best practice SOPs for all areas of expedition style sailing.

### **Desirable: Mechanical & electrical skills**

While we have a chief engineer, it would be advantageous if you were also able to diagnose and fix a certain number of mechanical and electrical problems

## **THE OTHER BITS....**

28 days paid holiday

Pension scheme

Free onsite parking

Potential for a 4 day week

Annual bonus

**End**

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