



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Leader and Trainer – Sea and Land Rescue Service (SLRS)
TEAM:	Operations and Facilities Directorate (Marine area)
REPORTS TO:	Operationally within AIG – Director of Operations & Facilities In emergency call out situations – Police Inspector SHP (AI Detachment) if necessary as part of a wider coordinated emergency response plan
JOB PURPOSE:	To lead the Sea and Land Rescue Service team (staff and volunteers) and ensure the team is available and equipped to deal with all emergency calls and requests for assistance effectively and efficiently.

MAIN DUTIES:

1. Develop and maintain an effective, efficient and safe quick response service for Sea and Land Rescue in order to respond to Sea and Land Rescue emergency calls including the development of Standard Operating Procedures to cover all potential scenarios.
2. Ensure that the SLRS is available to respond to all emergency calls and requests for assistance and maintain a callout schedule of availability of staff and volunteers. Personally be an active member of the callout schedule.
3. Coordinate emergency response calls, liaising with other emergency services as required. When part of a wider response plan, take instruction from the Police Inspector or designated deputy coordinating the wider plan.
4. Ensure that the SLRS boat, all contingency vessels and assets, and all rescue equipment is in sound working order, maintained and checked according to a regular schedule, and is safe for use.
5. Liaise with overseas agencies and organisations as appropriate to ensure up-to-date knowledge and skills are maintained through the development of an on-going training programme for the SLRS team of staff and volunteers. To include the use of all SLRS equipment as well as protocols and sea / search rescue methods. Plan, coordinate and participate in the training and ensure that the required staff are available, take part, and are competent.
6. Develop and maintain the SLRS training plan, ensuring content is up-to-date and relevant for the service. Deliver local training, and source external / overseas trainers when required. Monitor training records ensuring all volunteers and staff working on the service have the knowledge, skills and competencies required to deliver a safe service.

7. Design and maintain an on-call rota for staff and volunteers to enable a suitable response capability for SLRS emergencies. Actively partake and be a member of the service and on-call rota and training.
8. Recruit additional staff / volunteers to the service as required, ensuring pre-employment / pre-volunteering health, vetting and reference checks are completed and satisfactory.
9. Working with key partners and stakeholders, contribute to the development of policies and working practices in relation to Emergency Planning and Disaster Management.
10. Report all SLRS discrepancies and lessons learned to the Director of Operations and Facilities, making recommendations to continually ensure the service is operating efficiently and effectively.
11. When required, support the organisation of, and actively participate in, major disaster training and desk-top scenarios in conjunction with other organisations on the Island. Identify lessons learned and adapt policies, procedures and training as required.
12. Ensure the maintenance and repair of all equipment and raise and maintain all servicing documentation associated with all SLRS equipment.
13. To liaise with other services and departments, agencies and organisations to ensure that the interface for smooth operation of the SLRS is maintained.
14. To undertake any other job related duties in support of the Marine Team (when operations allow) and other areas within the directorate.

RESPONSIBILITIES:

- **Health and safety** – to share in the corporate responsibility for the safety of staff and visitors to the office/work environment.
- **Continuous development** – responsible for your own Continuing Professional Development (CPD) and be willing to undertake skills training in SLRS activity to ensure up-to-date knowledge (on / off island)

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

1. Five years' experience of sea and land rescue operations or sea / marine related experience, ideally in a management / leadership role.
2. Experience of developing and delivering SLRS training, including developing and maintaining up to date legal and best practice content.
3. Clear, concise and accurate written and oral communication skills, particularly in an emergency situation when working with and briefing other colleagues and team members during a complex operation, including appropriate debriefing.
4. Calm and clear whilst working under pressure.
5. Good interpersonal skills to establish a confident and effective relationship with colleagues and the public and have good communication skills and technical report writing.
6. Management and leadership of a team of people, with the ability to engage, support, teach, monitor performance, mentor and develop team members.

7. Conversant with Health and Safety legislation relevant to SLRS activities.
8. Experience of induction and on-going training / development of staff and / or volunteers in a SLRS setting.
9. Qualified to a minimum of powerboat (PBL2) level 2.
10. A satisfactory level of personal fitness required for the purposes of being a SLRS leader and team member.
11. Physically fit, with strong swimming and life-saving skills to a demonstrated standard.
12. First Aid Qualification / First Responder.
13. Computer literate and able to demonstrate a good standard of competence in the use of word processing for the purposes of writing and communicating reports, statistics, information etc.
14. A clean, valid driving licence.

Desirable

1. Land search, extrication and rescue experience.
2. Previous experience of managing and leading SLRS.
3. Certification to carry out inspections of boats within the island community.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

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