

JOB DESCRIPTION

Job Title: Centre Manager & Chief Instructor
Reports To: Managing Director of mother company Sora Marine services.
Location: Sora Marine Training Center, Doha
Job Type: Full time

SUMMARY:

The Centre Manager & Chief Instructor must be experienced and competent to manage Sora Marine Training Centre. This includes maintaining the RYA recognition and compliance at all times, promoting business, delivering training courses (when needed), and managing the Center activities by engaging with all stakeholders and keeping healthy financial results.

DUTIES AND RESPONSIBILITIES:

- Maintain the Training Centre at high level in compliance with RYA requirements.
- Manage schedule of the courses, and deliver them with the assistance of training assistant to help ensure:
 - The training Centre's strategic objectives are met.
 - The students' requirements are met, and they are given opportunities to develop their skills further.
 - The instructors are given a range of activities and stay motivated.
- Develop business plans to promote the Centre's activities and be able to deliver training courses in accordance with business demand.
- Manage the maintenance and housekeeping of the training crafts, to ensure efficient operation always.
- Ensure a high standard of safety for students and staff is always maintained
- Maintain effective communication with the Managing Director and CEO.
- Ensure training assets are set up to meet RYA requirements
- Provide support and guidance to instructors and provide ongoing training as necessary.
- Ensure that all training Centre instructors are appropriately qualified.
- Coordinate paperwork and instructors for all courses.
- Always provide excellent customer service.
- Work close with the Managing Director to help to develop the business and look for potentials and opportunities for improvements.



REQUIRED SKILLS:

- Ability to work well with management, staff, and sailors at all levels.
- Excellent verbal and written communication skills.
- Ability to multitask, prioritize, and manage time efficiently.
- Goal-oriented, organized team player.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Advanced Powerboat instructor course.
- RYA Senior Dinghy instructor course.
- Personal watercraft instructor course.
- Solid knowledge and understanding of the RYA Standards and Code of Conduct.
- Working knowledge of organizing and delivering powerboating and sailing courses.
- Competency in MS office.

REQUIRED EXPERIENCE:

- Two years previous experience in a related position.