

## Staff Job Description

**JOB TITLE Diving Support Adviser**

Full time permanent position

**DEPARTMENT Diver Resources Team (DRT)**

Based at BSAC Headquarters, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire CH65 4FL

### JOB DESCRIPTION

#### **DIVER RESOURCES TEAM**

- Provide diver advice and support to BSAC members, branches (clubs), centres, coaches and volunteers, via
  - Telephone and email
  - Face to face at shows, conferences, events etc.
- Help to maintain website pages
- Maintenance of DRT associated documentation
- Monitor other organisations' qualifications regarding equivalences
- Support the day to day work of the Diving Resources Team
- Provide backup support to the DRT manager
- Attend Dive Shows, Conferences and other events to represent BSAC
- Other functions as may be identified

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Specific areas of responsibility to be allocated according to individual background and interests.  
Training to be provided where necessary potentially to include some of the following:

#### **COMMERCIAL – Dive Centres**

- Recruitment and support of BSAC Dive Centres and Resorts
- Monitoring monthly sales and promoting sales of training packs to dive centres as directed
- Co-ordinating requests for Instructor Workshops
- Liaison with Commercial Assistant in administration

#### **COMMERCIAL – Corporate Snorkelling**

- Recruitment and support of BSAC Snorkelling Centres
- Co-ordinate and facilitate events for identified partners
- Liaise with Chief Examiner on allocation of staff for events
- Monitor and process results

## Staff Job Description

### COACHING

- Recruitment and support appointment of regional coaches
- Support delivery of initial induction of new coaches
- Support communications with coaches including monthly bulletin
- Liaison between National Diving committee (NDC) and regional coaching teams

### INSTRUCTOR TRAINING SCHEME (ITS) - Staffing support

- Support ITS staffing allocation system
- Input annual availability returns
- Maintain database up to date with changes
- Organise communication of allocations annually

### GRANT SUPPORT

- Support branches with information about grant funding
- Assist with reviewing applications
- Prepare letters of support where necessary

### SKILLS REQUIRED

- Diving knowledge – minimum level BSAC Open Water Instructor & Advanced Diver (or other agency equivalent)
- Knowledge of BSAC
- Excellent communication skills
  - Spoken
  - Written
- Computer literate with familiarity with:
  - Microsoft Office applications (Word, Excel, PowerPoint, Access)
  - Some Desktop Publishing expertise would be beneficial
  - Web Content Management Systems (CMS)
  - Other electronic communications an advantage
- Good interpersonal skills
- Teamwork
- Ability to work to own initiative
- Common sense
- Embrace new ideas and initiatives
- Commitment

**May 2015**