

ASTO's General Manager is responsible for all aspects of running the charity and for implementing ASTO's strategic plan. The General Manager reports to the Chair and is supported by an Administrator and a Social Media and Marketing Coordinator (post currently vacant).

### Governance

- Fulfil the role of Company Secretary and ensure compliance with Charity Commission and Companies House requirements.
- Contribute to, and implement, ASTO's strategic plan
- Work with and support the Treasurer and Investment Subcommittee in maintaining robust financial stewardship, including,
  - Setting and managing budgets
  - Payroll
  - Managing multiple restricted funds for bursaries
  - Liaising with ASTO's investment managers
- Maintain the charity's risk register and emergency action plan
- Manage ASTO's membership register and ensure compliance with membership rules, including managing the membership process.

### Activities

- Sail Training races or regattas to help show case the value of Sail Training
- International exchange programmes
- National Sail Training Conference
- ASTO's presence at suitable national and international events such as the International Sail Training Conference or UK based Tall Ship Race ports.
- Provide training opportunities for Sail Training volunteers and staff, such as RYA courses or youth work.
- Manage ASTO's DBS check service for Sail Training staff and volunteers

### Stakeholder engagement

- Maintain contact with the membership and co-ordinate support requests, such as guidance concerning regulation, with relevant subject matter experts.
- Engage with local, national, and international stakeholders to further ASTO's strategic aims. This includes:
  - Royal Yachting Association
  - Maritime and Coastguard Agency,
  - Trinity House
  - Maritime UK
  - National Youth Agency
  - Outdoor Learning Association
  - Sail Training International
- Work with the Social Media and Marketing Coordinator to develop ASTO's social media and marketing strategy and promote Sail Training to specific target audiences.
- Co-ordinate response to any regulatory consultation that may affect Sail Training

## ASTO General Manager – Person Specification

	<b>Requirements</b>	
<b>Knowledge and experience</b>	Experience within Sail Training, or other outdoor or youth organisation	Essential
	Experience of managing budgets and running accounts	Essential
	Event management experience	Desirable
	Knowledge of current MCA Sail Training legislation and the RYA Training Scheme	Desirable
	Experience of Charity Commission and Company House procedures and regulations	Desirable
	Experience of working with volunteers	Desirable
	Experience of marketing and use of social media	Desirable
<b>Skills</b>	The ability to communicate effectively orally and in writing and to produce clear and concise reports and minutes	Essential
	Computer literate	Essential
	The ability to form productive working relationships with a wide range of people and organisations	Essential
	Effective public speaking	Desirable
	The ability to organise and prioritise workload	Essential
<b>Attributes and Attitudes</b>	Highly motivated and enthusiastic Organised and self-disciplined Ability to work with a minimum of supervision Pro-active and self-motivated Versatile Good attention to detail Flexible working attitude and willingness to deploy away for short periods including weekends and bank holidays for races, courses, conferences etc	Essential
<b>Other</b>	Full driving license or ability to travel independently	Essential

## Application for the post of General Manager of ASTO – Association of Sail Training Organisations

Please complete this form and return by email to [office@asto.org.uk](mailto:office@asto.org.uk)  
The closing date for applications is midnight on Friday 10<sup>th</sup> March 2023.

<b>PERSONAL DETAILS</b>		
Title:	Last name:	First name:

<b>TELEPHONE AND E-MAIL</b>
E-mail:
Mobile:
Will you be able to travel to the Gosport office on a regular basis?

Do you have any unspent convictions or cautions (including motoring offences)?  If yes, please give brief details.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">YES</td> <td style="width: 50%; border: none;">NO</td> </tr> </table>	YES	NO
YES	NO		
Having a criminal record will not necessarily bar you from working for ASTO. You will be required, at the offer stage, to apply for a Disclosure and Barring Check.			

If appointed when could you start work?	How did you hear of this vacancy?

<b>EDUCATION AND TRAINING (most recent first)</b>		
Secondary School, Higher & Further Education Establishments attended.  Include any work related qualifications or training, and any RYA or MCA qualifications	Dates	Qualifications

**SUMMARY OF PAST CAREER INCLUDING UNPAID WORK (most recent first)**

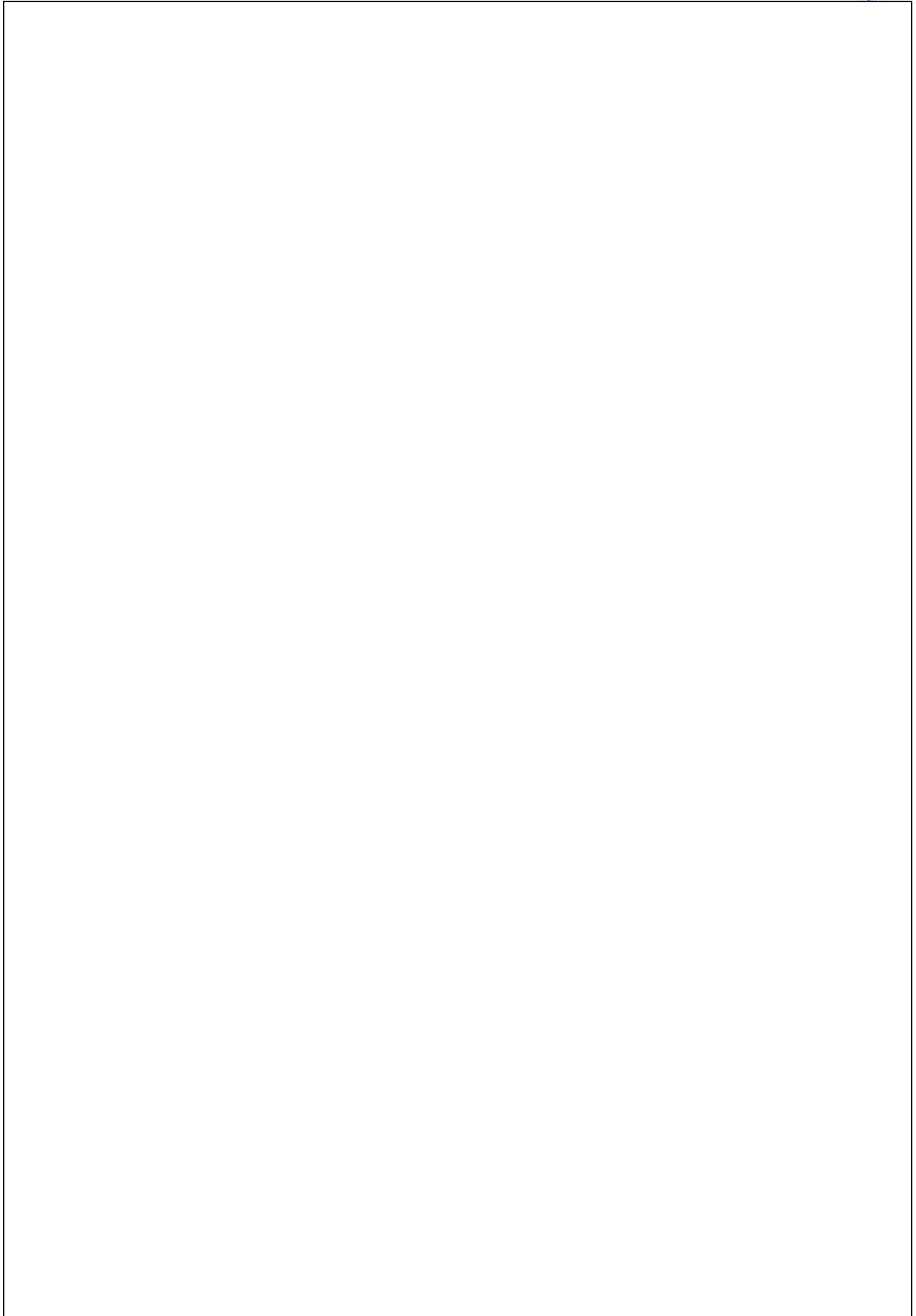
Name of employer, dates employed, position held, salary and benefits. For current employment include your notice period.

Brief description of responsibilities, notable achievements and reason for leaving.

--	--

--	--

**Please give your reasons for applying for this job and explain and illustrate how your skills and experience match those detailed in the Person Specification. Please use the same headings and in the same order as on the Person Specification.**





**Continue on a separate sheet if necessary**

**OTHER RELEVANT INFORMATION**

Recreational interests, hobbies, voluntary or community work particularly within the Sail Training world