



# APPLICANT PACK CHIEF EXECUTIVE



MORNING STAR TRUST



**Thank you** for your interest in the work of the Morning Star Trust.

We are the UK's only Christian offshore sail training charity.

For forty-five years, we have used the challenging environment of an offshore sailing vessel as a foundation for innovative Christian youth work.

Through our voyages we offer young people the opportunity to learn about other people, to learn the world they live in and most importantly to learn about themselves.

Our aim isn't just to teach participants to sail, but rather to provide a safe and supportive space where they can see the direct achievements of working as a team and develop the skills they will need to become self-aware, self-confident, and resilient adults.

The Trust's distinctive Christian ethos and mission are a key feature of our voyage programmes. We believe that the spiritual is a key component in the character-formation of everyone we sail with, and we seek to communicate our own faith to voyage participants in an appropriate and sensitive manner.



The last three years have seen the charity experience significant change and growth. The trustees spent time, with other stakeholders, discerning God's heart for the future of our ministry as well as developing a clearer idea of our strategic objectives, based around a theory of change.

This has seen us relocate the operational base from Kent to Hampshire, as well as decommissioning our ageing flagship and replacing her with a fleet of smaller modern yachts. We have also gone through a period of internal restructuring, changing staffing models and working practices to create a more modern and efficient organisation, better able to meet the needs of our beneficiaries.

The Trust is now blessed with stable finances, healthy group and individual booking levels, and well-maintained modern yachts. Most importantly our staff, trustees, volunteers and supporters are re-energised; enthusiastic, committed and focussed on a shared vision.

We are ready and eager to work with and support a new leader, who will help us move into what we are certain will be an exciting future.

*Jolyon*

*Jolyon La Trobe-Bateman, Chairman  
February 2022*

# WHO WE ARE

The Trust has around 150 members, who enable our work through prayer, giving and volunteering. Many of our members have been involved with the charity since its inception in the 1970s

At sea, we typically employ one or two full-time Staff Skippers and a full-time Staff Mate who work across the fleet to deliver our voyages. They are supported by around forty relief Skippers and Mates, predominantly volunteers. We actively recruit new volunteers, primarily by identifying talent and ability from within our youth crews, and have an active training pipeline of ten to fifteen people each year.

Ashore, vessel management and maintenance is carried out by volunteers and contractors under the supervision of the Fleet Manager (0.5FTE).

The Chief Executive is the only full-time shorebased employee, and therefore has responsibility for much of the day-to-day administration. They are supported in this by an Admin Assistant (0.1 FTE) and Fundraising Assistant (0.2FTE), as well as volunteers who get involved in marketing and social media. Financial matters, including book-keeping, payroll and the preparation of annual accounts, are administered by the Finance Manager (0.2FTE).

# WHAT WE DO

In term time we work with partner organisations including schools, local authorities, charities, and churches to deliver residential voyages, primarily for vulnerable and at-risk young people. A limited amount of work is also done with vulnerable adults.

In the school holidays we offer opportunities to individual young people for adventure sailing, to gain qualifications or to complete the residential or expedition elements of their Duke of Edinburgh award.

We currently operate three eleven-metre sail training yachts: *Bright Star*, *Eastern Star* and *Guiding Star*. In a typical year the fleet will sail some 10,000 nautical miles, spending 500 days at sea and working with around 350 young people.

The Trust is also an RYA Training Centre. We utilise spare capacity to provide RYA practical courses for adults, which both trains our volunteers and raises funds to subsidise our youth work. We also own a small keelboat which is used by staff volunteers to maintain their skills.

Our income is split evenly between income from voyages and charitable giving. We levy a voyage fee for almost all our activities, which is set below the true cost of running the programme. A quarter of participants receive further bursary support from us, and many groups fundraise for their voyages. Voluntary income is primarily derived from unrestricted regular giving by our members and from trust & foundation grants. Restricted grants are typically received for either bursaries, staff costs or vessel maintenance.

# OUR VOYAGE IMPACT

Participants engage with surveys at the beginning and end of their voyage, which explore self-perception of character traits. This enables us to effectively measure the quantitative impact of our programmes.

86%

Were surprised by what they achieved

35%

Measured increase in participant resilience

100%

Agree they learned a new skill

91%

Now feel they have some good qualities

100%

Now have confidence that they can achieve

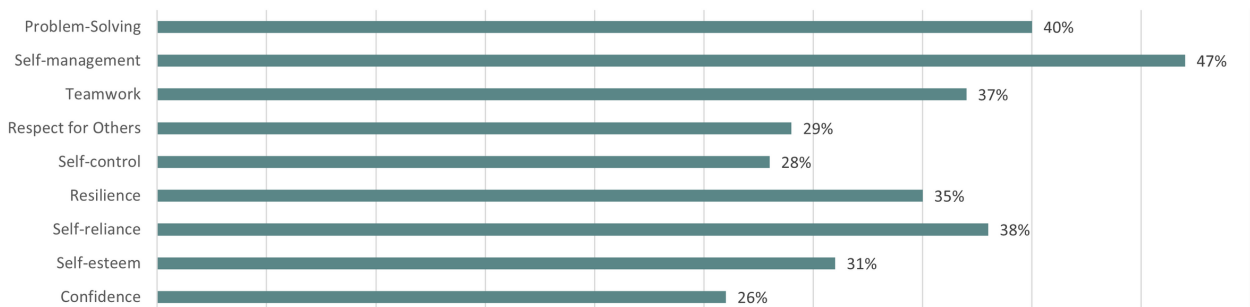
37%

Measured increase in teamwork skills

100%

Felt trusted by our sea staff

Sample measured increases in participant key skills during an MST voyage



***Go and discover yourself. The sea has an uncanny knack of helping you to find out who you are; your failings, your misgivings and most importantly your true heart. This has been a most amazing experience and the value in this programme is priceless. Long, long may it continue to help others.***

- Voyage Participant





# ROLE SUMMARY

The primary purpose of the Chief Executive is to support the Trustees in developing and maintaining a strategic vision for the charity.

You will be responsible for devising aims and objectives to facilitate this vision, and then for the effective leadership and day to day management & administration of the charity, it's staff and resources to fulfil it.

We are looking for an able Christian leader with a heart for our unique ministry. You should be able to help us build upon the successes of the last three years, to articulate our ambitions, and to deliver a sustainable future. The Chief Executive will be a figurehead and mouthpiece for the Trust's work and ministry,

The Trust is a small charity with a limited staff team, so this is very much a hands-on role with the opportunity to have a significant impact across all areas of our work. As well as the strategic, the key tasks which will take the majority of your time will be related to core administration, communications and raising funds. We also hope to launch a major capital appeal, to purpose-build a number of new vessels, within the next two or three years.

Seagoing experience, whilst helpful, is not necessary for this primarily shorebased role.



# OUR MISSION

The charitable objectives of the Morning Star Trust are:

- To share God's love and the Good News about the offer of forgiveness and a relationship with God through Jesus.
- To enable people to develop physically, mentally, emotionally and spiritually, so that they may make or increase their contribution to society.
- To deliver the above objects primarily through means of sail training for the benefit of people from all backgrounds.



# ROLE DESCRIPTION

- **Strategy and Leadership**

- Support the Trustees in their oversight and development of the Trust's strategic direction
- Identify opportunities for growth and innovation that complement our aims and objectives
- Involve and empower stakeholders in future planning
- Provide effective, inspiring leadership to staff and volunteers

- **Finance and Fundraising**

- Prepare budgets and financial plans for the charity including developing fundraising goals
- Ensure financial health is monitored and reported to Trustees
- Generate income from charitable sources and maintain donor relationships, working with colleagues as appropriate, to ensure the charity can achieve its goals

- **Policy and Administration**

- Ensure the Trust operates in compliance with its policies, with especial regard for Health & Safety, Data Protection and Equalities
- Ensure relevant Trust policies are kept up to date, in conjunction with Trustees
- Ensure bookings, enquiries and post-voyage contacts are administered correctly and in a timely fashion

- **Partnership and Collaboration**

- Ensure the Trust remains an active and respected participant within the sail training sector
- Maintain positive links with key organisations, and working relationships with partner groups and commissioning organisations
- Identify and build new relationships with potential partners, commissioning organisations and funders

- **Management and HR**

- Ensure staff and volunteers are correctly and safely recruited, including supervising DBS checks
- Act as line manager to all MST staff and volunteers, including contracted and freelance staff, ensuring a positive workplace and sufficient pastoral supervision
- Ensure training is delivered to staff where required

- **Vessel Operations and Safety Management**

- Act as Designated Person Ashore
- Ensure all Trust vessels remain well maintained and in safe condition for sea
- Arrange voyage logistics including victualling, port booking, and staff travel as required, liaising with seagoing staff

- **Safeguarding**
  - Act as Safeguarding Co-ordinator
  - Champion good safeguarding culture and practice throughout the Trust
- **RYA Recognised Training Centre and DofE Approved Activity Provider**
  - Act as the Trust's Royal Yachting Association RTC Principal
  - Act as the Trust's Duke of Edinburgh AAP Manager
  - Ensure the administration of RYA and DofE affiliation requirements and courses including certificate records and reporting
- **Marketing and Communications**
  - Ensure the Trust continues to communicate effectively and appropriately with all stakeholders, including managing our social media channels
  - Market MST activities and services as necessary to potential clients and groups
  - Represent the Trust, its people and beneficiaries at events and to outside bodies
- **Ministry**
  - Maintain a positive Christian witness and ensure the Trust continues to be focussed on its Christian mission
  - Identify new opportunities for mission and evangelism within the scope of the Trust's work
  - Lead and engage with public prayer and worship as appropriate

*In order to deliver our services effectively, a degree of flexibility is needed, and the above list of job responsibilities is not exclusive or exhaustive. The post holder may be required to undertake tasks other than those outlined above; such tasks will not be above the level reasonably expected of an employee at this level.*

***“ It has been a very positive experience for everyone who took part, and fantastic team building. The comments on the bus journey home were testament to the sense of achievement everyone felt after completing this particular trip! A BIG thank you to everyone involved, you are all amazing and your hard work, skills and kindness is truly appreciated. ”***

- Group Leader



# PERSON SPECIFICATION

## The successful candidate will:

- Have a mature and vibrant Christian faith and a heart for evangelism
- Appreciate the unique nature of offshore sailing and understand how this environment can be used for youth development work.
- Have a positive, people-first management style and demonstrable leadership skills and experience
- Have excellent written, verbal and digital communication skills
- Have excellent interpersonal skills and a proven ability to develop effective working relationships with colleagues, beneficiaries, clients, partners and funders
- Have the ability to think strategically and to solve complex practical problems
- Have experience of charity management or Christian ministry, including managing volunteers and leading change
- Have experience of fundraising and/or marketing
- Have experience of safeguarding young people and/or adults, and the management of safeguarding culture
- Have knowledge of the voluntary sector, charity law and regulations
- Have a full UK Driving Licence and access to a vehicle

## Additional desirable skills and qualifications:

- A track record of leading fundraising growth, including developing new income streams and managing capital projects
- Knowledge of the sail training and small commercial vessel sectors, including regulations and practice.
- Experience in youth work or outdoor education, preferably in a Christian context
- RYA/MCA Yachtmaster Offshore/Ocean Certificate of Competency
- RYA Cruising/Yachtmaster Instructor or other relevant instructional qualifications

*The Morning Star Trust is committed to safeguarding young people and adults with care and support needs. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. Due to the nature of our work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

*In accordance with the Equality Act 2010 there is a genuine occupational requirement for the postholder to be a member in good standing of a mainstream Christian church, and to be fully supportive of the Trust's Christian Ministry.*

# EMPLOYMENT DETAILS

## Location:

The Trust no longer maintains an office and so the role will be primarily home-based, with the expectation of regular visits to our operating base at Northney Marina, Hampshire. It is likely the role will involve other travel, including when vessels operate from other locations, as well as for occasional meetings and events. Our other shorebased staff work remotely across the South of England.

Depending on qualifications, experience and the needs of the charity there may also be the opportunity to spend time at sea.

## Salary and Benefits:

£35,000 - £38,000 pa

The post holder will be entitled to 30 days of paid annual leave each year, including public holidays.

The Trust supports all of its staff by providing access to training, conferences and CPD opportunities. Equipment and kit is also provided as required for the role.

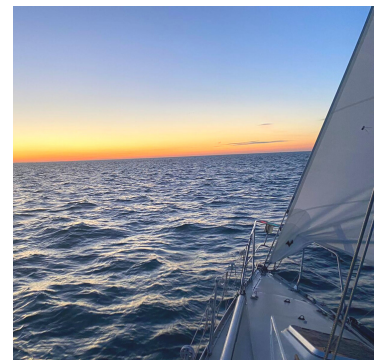
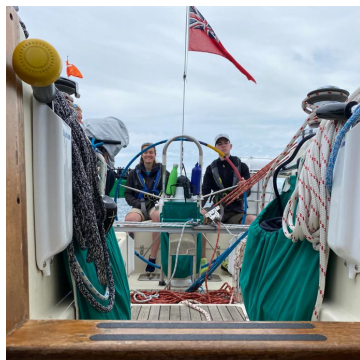
## Working Hours:

The post holder will normally work 37.5 hours per week. The Trust strongly supports flexible working and staff are encouraged to choose hours that best suit them, as appropriate to the role and the needs of the charity.

There may be the requirement to work additional hours or outside of normal office hours, including evenings or weekends, according to the demands of the role. All staff are encouraged to take time off in lieu.

## Start Date:

It is envisaged that the post holder will start in late August or early September 2022, to include a brief period of handover with the present incumbent.



# HOW TO APPLY

To apply for this role, please send a CV and covering letter to [tony.ingall@mst.org.uk](mailto:tony.ingall@mst.org.uk).

For an informal discussion about the role, please contact the current CEO, Toby Humphreys, at [toby.humphreys@mst.org.uk](mailto:toby.humphreys@mst.org.uk) or on 07575 385814.

## References

Please supply contact details for two people who can provide a reference. One should be your most recent employer and the other should be a senior member of your church or equivalent. If you do not wish us to contact your referees until after a conditional offer of employment is made, please make this clear.

## Interview and Selection

Shortlisted applicants will be invited to attend a video interview during the week of the 28th March 2022. The interview will be conducted by a small panel including representatives from trustees, senior staff and volunteers.





# PRIVACY NOTICE

The Morning Star Trust collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record and in our email system.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Your information may be shared internally within the charity for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

If your application for employment is unsuccessful we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [info@mst.org.uk](mailto:info@mst.org.uk)

If you believe that the charity has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

