

# To support the launch of our new strategy BSAC are looking to recruit a **Diving & Training Advisor**

Reporting to the Head of Diving and Training, this exciting role will support the delivery of BSAC's new strategy by working in partnership with our regions and centres to maximise opportunities for diving, snorkelling and associated training.



## Our vision:

- For everyone to enjoy and respect the underwater world

## Our mission:

- To be the 'go to' community for anyone wanting to learn about, enjoy and protect the underwater world

## Our values:

- **Integrity** - we work in a transparent and sincere manner, making balanced and impartial decisions
- **Togetherness** - we are one team working towards our vision to be the 'go to' community for anyone wanting to learn about, enjoy and protect the underwater world
- **Excellence** - we strive to attain the highest standards and help others to do the same
- **Inclusivity** - we ensure diving is accessible and attractive to the most diverse audience possible
- **Conservation** - we lead by example, promoting environmental stewardship for future generations

## Supported by 4 strategic themes:

### Diving & Training

- Increase the quality, consistency and relevance of training and increase access to diving and training opportunities, enhancing BSAC's leadership role in underwater sport

### Environment

- Strengthen our active contribution in the protection and conservation of the underwater environment

### Community

- Utilise enhanced communication methods and technology to understand, mobilise, and connect the BSAC community, ensuring that community is accessible to all

### Delivery

- Increase the capacity and capability of BSAC to achieve its strategic ambitions

The full strategy document is available at [bsac.com/strategy](https://bsac.com/strategy)



## DIVING & TRAINING ADVISOR VACANCY

<b>Job Title:</b>	<b>Diving &amp; Training Advisor</b>
<b>Department:</b>	<b>Diving and Training</b>
<b>Reporting to:</b>	Head of Diving and Training (HoDT)
<b>Location:</b>	Home-working, attending business meetings, shows, conference , training events as required, some overseas travel may be required. Monthly in-person meetings will be expected with HoDT either at BSAC HQ or other venues in the country.
<b>Job Purpose:</b>	To manage, support, the delivery of training by BSAC regions and commercial diving/snorkelling centres . Recruit more centres and provide sales opportunities for BSAC products.
<b>Salary</b>	<b>£28,000</b>

You will be an experienced instructor with a deep understanding of BSAC and the wider diving industry. It is essential that you are able to deliver the BSAC strategy goals in a dynamic working environment that requires close collaboration with colleagues.

### Detailed tasks

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- Provide members with a programme of events (POE) that has a wide variety of training opportunities provided by both regions and centres
- Work with BSAC marketing team to promote delivery of courses in regions and centres to members
- Work closely with the National Diving Committee (NDC) Regional Coaching Advisor to ensure that all regions have strong and well supported coaching teams
- Provide HQ support to Regional Coaches through regular communication including bulletins and online/in-person meetings
- Retain existing BSAC centres and recruit new ones
- Advise BSAC centres on maximising their delivery of courses whilst ensuring BSAC standards of quality and safety are maintained
- Ensure regular , informative communication to Centres with sales opportunities of BSAC products – be able to sell and promote actively about BSAC
- Answer diving and snorkelling queries via email, phone call, website
- Provide information to support BSAC Senior Leadership Team, Council, NDC and HQ decision making
- Establish and maintain strong working and technical relationships with HQ colleagues, key volunteers, and external groups
- As required, support HQ colleagues with their tasks



## Person Specification

Skills and Knowledge:	Essential / Desirable
BSAC Diving Instructor	E
BSAC Diving Instructor Trainer	D
BSAC Snorkelling Instructor Trainer	D
Deep understanding of BSAC procedures and materials	E
Substantial experience in the recreational diving industry	E
Understanding of diving at work regulations	E
Proficient in the use of information technology	E
Experience of promotion and sales	D
Strong written and oral communication skills	E
Hold a current diving licence	E
Hold a current HSE medical	D

Approach:	Essential / Desirable
Able to lead and inspire BSAC volunteers	E
Strong team working ethic	E
Flexible and adaptable with proven ability to work under pressure	E
Can prioritise workflow to achieve higher direction	E
Well organised with a consistent delivery of work	E
Flexibility to travel with overnight stays and weekend work	E
Flexibility to travel internationally occasionally with overnight stays	D
Ability to make decisions based on accurate and timely information and analysis	E

To apply for this role please complete the application form and return by email to [domr@bsac.com](mailto:domr@bsac.com) by 11 April 2022.

Applicants should be available for online interviews week commencing 25 April 2022.

If you would like an informal chat please either email Dom or telephone on 07779 225680.