



The Bermuda Maritime Academy is a new NOT FOR PROFIT Bermuda Company dedicated to facilitating the promotion, conservation, appreciation and protection of Bermuda's marine environment and facilitating new marine careers and opportunities by revitalizing and creating relevant learning and opportunities.

**We invite applications for the position of
Chief Operating Officer**

This position is for an initial period of six (6) months with the possibility, but not guarantee, of becoming a full-time position thereafter.

Reporting to the Board of Directors, the successful applicant will be an experienced, highly motivated professional, with a strong background in providing coaching of marine training.

Essential responsibilities:

- Assist with the development of strategic, five year plan for the organisation
- Assist with the creation, drafting, scheduling, resourcing and delivering of programs and specifics for various marine courses, build out list of requirements both physical and professional, budgets, schedules and liaise with appropriate authorities and sponsors as needed
- Coordinate and assist with in scheduling, organising travel and accommodation for trainers
- Collaborate with our existing partners to deliver the STCW courses as detailed by MCA and developed by the Bermuda College and our experts
- Assemble the necessary equipment, facilities and resources to organise the schedules for the initial courses, build a list of trainees and work with our partners to deliver the locations for each of the course elements
- Assist Board members as required by attending necessary meetings ensuring effective administration and record keeping
- Assist in the initial set up of the Company; develop an ongoing operating budget, compile lists of required equipment, develop an annual schedule of STCW and other courses
- Assist with fundraising as requested

Essential Qualifications, Skills & Experience:

- University degree or equivalent management working experience
- Minimum of 5 years' experience in a marine training supervisory position
- RYA certifications preferred
- Minimum of 5 years' proven leadership experience in the marine industry
- Proven experience in coaching of marine training and coaching to instructor level
- Knowledge of STCW courses would be an asset
- Demonstrated knowledge, understanding of required set up and utilization of marine equipment
- Excellent written and verbal communication skills
- Highly organized with the ability to work autonomously and without direct supervision

The Bermuda Maritime Academy maintains a drug-free work environment and reserves the right to perform pre-employment criminal background checks and random drug tests.

Interested applicants should apply in writing and submit two professional written references to:

Ontru: Human Resources – Bermuda Maritime Academy
91 Reid Street, Hamilton, HM 19
Or email hr@ontru.bm

All applications must be received no later than May 7, 2021