



ENDEAVOUR • REGISTERED CHARITY #977
‘Education Through Sailing’

Endeavour is a Bermuda-registered charity and nonprofit that builds self-confidence, teamwork and life skills by engaging youth from diverse backgrounds across Bermuda in hands-on experiential learning through sailing.

Endeavour invites applications for the full-time position of **Programme Manager**.

This role is an exciting opportunity for a highly motivated professional with a positive attitude and a passion for teaching youth sailing and experiential education to join a high-performing, dynamic and passionate team. The Programme Manager is responsible for overseeing the day-to-day operations of one of Endeavour's Forts which is a Royal Yachting Association Recognised Training Centre.

This position leads the delivery of Endeavour's experiential learning programmes ensuring high quality and adherence to all safety standards. The successful candidate will bring exceptional interpersonal and effective communication skills to foster positive relationships with young people, their families, and educators.

Key responsibilities:

- Manages the daily operations of the designated facility ensuring a high standard of maintenance and responsible operation and care for all assets and facilities
- Oversees programme delivery and facilitation of classroom and on-water instruction ensuring a fun, quality learning experience for all skill levels and abilities
- Supervises and provides mentorship and support to full-time and seasonal instructors and facilitates regular performance appraisals
- Implements safety precautions to ensure the safety and wellbeing of staff and participants are prioritised at all times
- Builds and maintains relationships with young people and their families to support engagement and retention across programmes
- Communicates positively and effectively with participants, parents, teachers, and community partners
- Reports regularly on programme outcomes using online system
- Ensures the facility, classroom, docks, marine fleet, and grounds are kept in good order, clean, organised and secure at all times

Required Skills & Experience:

- Minimum of 3 years' of management experience successfully delivering youth sports/recreation-based educational programmes, experiential education an asset
- Excellent interpersonal skills with the ability to communicate effectively with diverse stakeholders
- Demonstrable experience communicating effectively with youth, parents, and teachers and providing feedback on participant progression
- Self-motivated worker who thrives in a collaborative and diverse team environment
- Demonstrable experience and knowledge of maintenance for marine assets including powerboats, sailboats and docks
- Exhibits the highest level of awareness for safety regarding weather, powerboats, class organisation
- Proficient in MS Office Suite, internet navigation, and social media platforms
- Availability to work on evenings and weekends as necessary

Required Qualifications:

- RYA Senior Instructor
- RYA Powerboat Instructor
- RYA First Aid Certificate
- RYA Safe & Fun Safeguarding Certificate
- RYA VHF SRC Radio Operator Licence
- SCARS trained

Compensation commensurate with experience with a comprehensive benefits package.

Endeavour provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, colour, religion, marital status, national origin, age, sexual orientation, disability, veteran status, pregnancy, gender identity or expression, medical condition or any other factor that may be protected by law. This policy extends to all employees and includes all aspects of the employment relationship.

Interested applicants that meet the listed criteria should apply with their resume and cover letter to info@endeavour.bm with "Programme Manager" in the subject line by **January 20th, 2023**.

All submissions will be held in strict confidence.

Only shortlisted candidates will be contacted. Bermudians and spouses of Bermudians are encouraged to apply.