***British Skydiving***



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Safety & Training Officer

# Job description

## Job title: Safety & Training Officer

## Reporting to: Safety & Technical Officer/Head of Safety & Competitions

## This is a newly created role.

**Main purpose of job**

To be responsible to the Association for safety matters as part of the safety team, which includes providing a training and safety service to all Affiliated Parachute Training Organisations (PTOs), delivering courses to train and qualify instructors and examiners in accordance with British Skydiving policies and procedures; and investigating serious incidents and fatalities, instigating Boards of Inquiry and Panels of Inquiry where appropriate.

**Specific duties**

(NB These are interchangeable with duties of other safety personnel as deemed necessary)

## Coaching and safety

* Deliver courses and seminars to train and qualify instructors and examiners in accordance with British Skydiving policies and procedures.
* Assist in the updating of the Operations Manual, and instructor and coaching manuals as required.
* Make presentations on technical and safety subjects to Affiliated PTO and outside organisations were appropriate.

## Operational safety

* Advise, inspect, and audit Affiliated PTOs and Display Teams on safety and compliance matters.
* Assist in the update and issue of safety information as required.
* Investigate incidents, including on-site investigation of serious incidents and fatalities, providing cover in association with other safety personnel.
* Instigate or form Boards or Panels of Inquiry where appropriate.
* Liaise with the Civil Aviation Authority as required.
* Liaise with the Police and other relevant authorities when necessary, including the Coroners Court and the media.
* If required, Chair the British Skydiving Safety & Training Committee (STC)

## Representation

* Represent British Skydiving on various committees/organisations, such as NATMAC, GASCo, as required.

## Competitions

* Advise on safety matters for events, competitions and National Championships if required.

## General

* Undertake such other duties as may reasonably be required.

# Person specification E = Essential Criteria D= Desirable Criteria

## Qualifications & experience

QE1 At least a British Skydiving Advanced Instructor (E), preferably a British Skydiving Examiner (D)

QE2 Extensive experience in the sport commensurate with the ability to discharge the requirements of the job description. (E)

## Knowledge and understanding

KU1 Understanding of the role, responsibilities of British Skydiving as National Governing Body for the Sport (E)

KU2 Understanding of role and responsibilities of other official bodies, e.g., CAA, FAI/ISC,

KU3 Understanding the operation and management of a PTO. (E)

## Personal skills

PS1 Analytical and investigatory skills. (D)

PS2 Ability to manage a team. (D)

PS3 Good training and communication skills. (E)

PS4 Interpersonal skills. (D)

PS5 Committee skills. (D)

PS6 Understanding of current teaching methodologies. (D)

PS7 Holder of current full driving licence. (E)

## Availability

A1 Available to travel throughout UK and overseas, as required. (E)

A2 Available to provide emergency cover where needed in response to Skydiving incidents, in association with other safety personnel, (E)

# Selection procedure

Applicants will be shortlisted for interview based on the quality of their application, their match with the person specification, and other relevant job-related factors.

Shortlisted candidates will be invited for interview by a panel of no more than three interviewers.

An offer to the successful candidate will be subject to satisfactory references, a health check, and a DBS check.

4 May 2023