



ISWAN Project Manager Role: Welfare of Yacht Crew Project

Would you like to join our small, dedicated, international team to make a difference to the lives of seafarers and their families worldwide?

This new, part-time role is to provide dynamic project management as part of the ISWAN projects team to help deliver our long-term Welfare of Yacht Crew Project.

As an ISWAN Project Manager, you will be responsible for working alongside the Projects and Relationships Manager to develop and deliver the project's objectives to improve the health, safety and wellbeing of yacht crew and their families worldwide.

You will need to have experience of managing the on-budget delivery of multiple projects, nurturing client and stakeholder relationships, and using data and insights to influence the development of engaging workstreams.

You will need to have experience of working in the superyacht industry and be able to demonstrate that you have a thorough and empathetic understanding of the unique challenges faced by crew living and working on board yachts.

We are looking for someone who thinks innovatively, can work independently and at pace, and is keen to grow and develop with the role.

Fundraising/sponsorship experience is desirable but not a must.

This is a part-time role (21 hours per week), but we are keen to find the right person and are therefore happy to discuss flexible working patterns. We are flexible about where the role is based but you will be working with staff internationally so you will need to be adaptable and a great team player.

We have no preconceptions about where the right person will come from, but the role could be suitable for someone seeking to move to an onshore role, looking for a first role in the charity sector, returning to work after a career break, changing direction; and/or who is looking to further their project management experience.

Salary circa £35k. pro rata.

How to apply

Please submit a cover letter (strictly no more than one page) which explains why you would like to work for ISWAN and your suitability for the role; and a CV (strictly no more than 2 A4 pages) to jobs@iswan.org.uk Applications without a cover letter will not be considered.

The [job role and person specification are available below](#).



For more information on ISWAN see www.iswan.org.uk

This post is subject to a successful 3-month probationary period. The role is currently confirmed for a one year contract, with the possibility of extension if deemed successful.

Deadline for applications is 23:59 BST on Monday 14th October 2024. However, please note we will be reviewing applications on a rolling basis and reserve the right to close the listing early. Interviews will be held in the AM on the 21st, 22nd and 24th October 2024.

Please note that, although we endeavour to respond to all applications, if you have not heard from us by two weeks from the closing date you should consider your application unsuccessful.

We promote a working environment in which diversity is recognised, valued, and encouraged. We are committed to principles of fairness and mutual respect where everyone accepts the concept of individual responsibility. Our policies seek to ensure job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this throughout all areas of employment.

ISWAN Role Description and Person Specification

Title of post:	Project Manager
Reports to:	Projects and Relationships Manager
Hours:	21 hours per week (3 days pro rata)
Location:	Remote
Duration:	One-year contract (with possibility of extension if deemed successful)

Role purpose

The Project Manager will drive the delivery of ISWAN's *Welfare of Yacht Crew* project and the *Changing Tack on yacht crew welfare* working group priorities, to achieve its mission of improving the lives of yacht crew and their families worldwide

Principal accountabilities

- To use the data and insights from ISWAN's *YachtCrewHelp* service alongside other sources of industry information to identify the key welfare challenges affecting yacht crew worldwide and develop effective solutions.
- To work within ISWAN's projects team to deliver the Welfare of Yacht Crew project strategy and ensure it aligns with ISWAN's values, mission, and brand-identity.
- To drive the delivery of the Changing Tack working group priorities, working with the group to identify objectives and develop collaborative workstreams.
- To ensure that project development is influenced by a combination of published research, ISWAN and partner data, and the voices of seafarers themselves.



- To act as ISWAN's internal superyacht industry expert, advising the helpline and wider team on industry-specific issues, helping to interpret YachtCrewHelp helpline data, and delivering knowledge-building workshops where required.
- To work within the project budget and identify opportunities to generate funding for the project.
- To ensure that systems are in place which will enable effective reporting on project metrics and lessons learnt.
- To build positive, professional and productive relationships with external stakeholders who may contribute to the project.
- To proactively implement robust organisational and project management methods to increase efficiency and ensure effective ways of working across multiple stakeholders.
- To understand ISWAN's core strategies and work with the Projects and Relationships Manager to identify opportunities for these to influence the project and vice versa.
- To champion the welfare and voices of seafarers, ensuring that cultural and linguistic differences are respected and celebrated within an international context.
- To work with the Communications team to help generate interesting and engaging project-related content and increase awareness and reach of the *YachtCrewHelp* service.
- To assist with writing, editing and proof-reading project related documents.
- To attend relevant conferences and events to network and increase the visibility and prominence of ISWAN and the Changing Tack working group.

General:

- Comply with all ISWAN policies and procedures, inc. data protection, safeguarding, health and safety etc.
- Work as part of a close-knit team
- Contribute to ISWAN meetings
- Positively promote the work of ISWAN and the helplines that it operates
- Perform any other additional duties and responsibilities as may be required

Person specification

Technical skills, knowledge and experience
Essential:
Demonstrable experience of working in the superyacht industry and understanding of the unique challenges faced by crew.
Demonstrable experience of managing projects or similar end-to-end processes.
Experience of building positive professional relationships with clients and stakeholders.
Ability to work well under pressure and manage multiple deadlines
Solid understanding of considering cultural and linguistic differences within project development.
Excellent listening, verbal, and written communication skills, including inter-personal and presentation skills and an ability to communicate with a diverse audience.
Confident at facilitating and coordinating meetings and networks.
Proficient IT skills including Microsoft Excel and Microsoft Office.



Ability to work effectively with people from different cultural backgrounds and age groups.
Personal characteristics
Essential:
Able to recognise, respond and adapt appropriately to changes.
Highly organised and detail oriented.
An understanding of, and belief in, diversity, equity and inclusion.
Enthusiastic with a 'can do' attitude.
Willingness to learn and commit to personal development.
Able to work independently, prioritise tasks and demonstrate initiative.
Able to interpret complex situations/problems and identify solutions which meet organisational needs.
Understanding and empathy of the work of ISWAN, and an ability to uphold ISWAN's values.
Qualifications, education, training/work experience
Essential:
Experience of data analysis and using data and insights to inform the development of initiatives.
Desirable:
Project management qualification.
Experience of fundraising or securing sponsorship.
Experience of advocacy.
Experience of taking a consultative approach to project development.