

Candidate Briefing Pack

Nautical & Digital Skills Instructor

Closing Date for Applications
13 November 2025



BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish state agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. BIM's Head Office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership.
- Deliver results with solutions that effect change.
- Protect our environment and our sector.
- Invest for long-term growth.

Our Mission

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

Our Vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

Our Values

- Trust
- Partnership
- Teamwork
- Inclusion
- Integrity



Role Profile

Job Title:	Nautical & Digital Skills Instructor (HEO)
Contract:	Contract of indefinite duration
Location:	Aligned with BIM National Fisheries College Castletownbere Co. Cork and primarily servicing the West Coast of Ireland. Covering an area from Donegal to Kerry. The Mobile Unit is the main base, with support from Castletownbere.
Reporting to:	Principal, Castletownbere NFCI
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Overview of Role

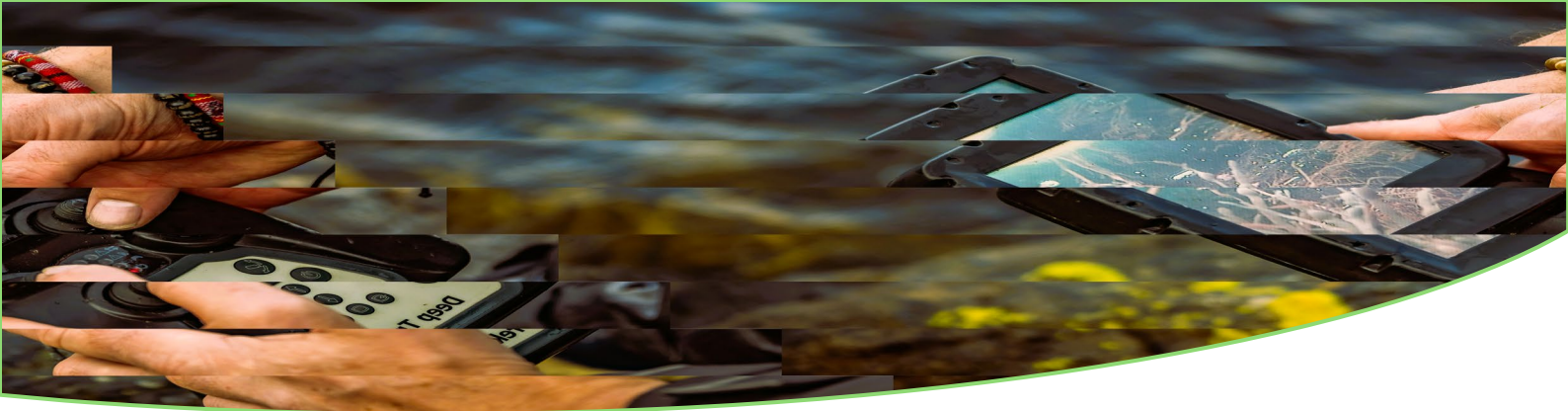
Based from BIM National Fisheries College Castletownbere and servicing the west coast, the purpose of the role of Nautical & Digital Skills Instructor is to provide a range of professional training to seafood industry personnel and students, delivered primarily via the BIM Coastal Training Unit (CTU 1), as well as in the BIM colleges as required.

The Nautical & Digital Skills Instructor provides a range of training across areas such as STCW Elementary First Aid, STCW Personal Survival Techniques, STCW Personal Safety and Social Responsibility, DoT Passenger Boat Certificate of Competency, Enhanced Safety Training, Safety Awareness and Fire Prevention and GMDSS (Global Maritime Distress and Safety Systems) radio course delivery.

Traditionally the CTU programmes on the West coast are delivered through a calendar of events delivered in key fishing harbours, from Killybegs Co. Donegal, to Fenit, Co. Kerry.

It is envisioned that the unit will also deliver training at other locations around Ireland subject to industry demand and BIM work programmes.

The Nautical & Digital Skills Instructor will work closely with colleagues across BIM to support and facilitate a range of initiatives that utilise the CTU as a regional outreach, from which a range of client services can be delivered. The unit retains agility to adapt this course calendar to meet the needs of the fishing sector. The coastal training units provide these services in remote coastal locations thus minimising the down time and need to travel for students.



Background to Requirement

The position is on the BIM mobile training unit of the National Fisheries College Castletownbere, which operates along the west coast of Ireland, covering an area from Donegal to Kerry, delivering GMDSS and Basic Safety training courses. The unit is supported in terms of administration from the BIM National Fisheries College in Castletownbere, as each unit is assigned to a college. The role retains flexibility and versatility to deliver training on the CTU, as well as in the college, subject to industry demand.

The role is seen as the 'Face of BIM' and links closely with industry contacts on the ground. One of the strengths of the CTU staff is to liaise with industry and to use inter-departmental contacts to gauge the demands of industry and to work with and assist a range of industry stakeholders, as well as BIM colleagues across the wider organisation.

Key Responsibilities

Marine Safety & Radio Training

Delivery and assessment of fishing industry training including:

- STCW – Elementary First Aid
- STCW – Personal Survival Techniques
- STCW – Personal Safety and Social Responsibility
- BIM – Enhanced Safety Training
- BIM – Safety Awareness and Fire Prevention
- DOT Passenger Boat Certificate of Proficiency
- GMDSS – Radio : General Operators Certificate
 - Short Range Radio Certificate
 - Restricted Operator's Certificate
 - Long Range Radio Certificate

Organise course schedules and location through building relationships with the coastal fishing community / Ensure the provision and availability of effective training for the coastal locations as required to meet local training requirements.

Carry out all administration of the courses including entering on BIM portal, booking, payments, registration, course attendance and assessment records, including providing the professional and safe administration of course assessment materials for the unit and NFCI Castletownbere.

Digital Upskilling

To assist in the development and delivery of a range of online content across BIM and with external stakeholders.

Working with colleagues to develop content and make available across a range of programmes.

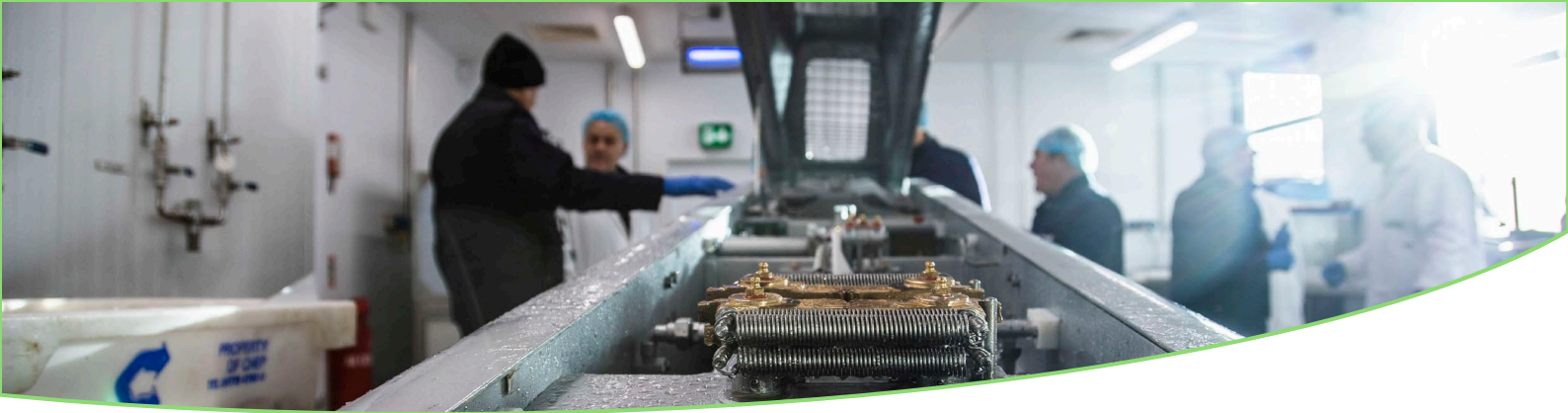
Building upon existing content and IT infrastructure using BIM's Canvas Learning infrastructure.

Supporting delivery of a range of IT related projects within the BIM skills unit including training portal redevelopment.

To support digital literacy projects for industry stakeholders.

Quality Assurance

Work with the Skills Unit Quality Officer to support the professional delivery of accredited training, ensuring all training material are in compliance with the standards of DOT / MSO and ISO.



General Duties

- Work across BIM to facilitate a range of events and initiatives to coastal clients, using the CTU as a mobile classroom and outreach to industry.
- Preparation of training equipment both pre- and post-delivery of courses.
- Build close working relationships with seafood and marine industry in key ports.
- Keep up to date with training developments and industry standards.
- Undertake advisory or demonstration roles at industry events.
- Support the reporting and analysis of training and student numbers.
- To be familiar and competent with all necessary systems to enable the safe and professional operation of the unit and delivery of work programmes, including BIM ISO quality system, Health & Safety systems, procurement system and the CTU specific operations.
- To conduct and deliver courses safely by completing associated checklists and documenting same.
- To perform any other related duties as might be required and which may be assigned from time to time.
- To assist in STCW Fire Fighting training and STCW training in NFI Castletownbere as required.

Essential Experience and Qualifications

Deck Officer Certificate of Competency.
Valid STCW Certificates.
GOC Radio Certificate.
Excellent communication and presentation skills

Desirable Experience and Qualifications

Knowledge of the Irish seafood or maritime sector.
Qualification / experience in developing and delivering online training content.
Train the Trainer.



Personal Attributes Required for the Position

- Excellent communication skills; effective listening and delivery of information.
- Strong interpersonal skills essential for engagement with colleagues and the seafood industry.
- Effective management of group dynamics.
- Ability to work under own initiative for significant periods of time.
- Desire and ambition to significantly evolve and enhance BIM’s digital training offering.
- Versatility, evidenced through capacity to deliver and evaluate on a range of courses.
- Ability to manage diverse workloads and client demands.
- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player, with initiative and creativity.
- Strong attention to detail.
- The ability to effectively interact with people in a multidisciplinary and multicultural environment.

Contacts

Within BIM	All colleagues within the Skills and units and across wider organisation including regional coastal staff.
Outside BIM	Marine Survey Office, as part of the Department of Transport.



Terms and Benefits

Salary

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Higher Executive Officer with a salary range €58,847 to €74,112 (as of 1st August 2025) per annum pro-rated with time worked.

Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave

Annual leave entitlement for this role is 29 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Visual Display Unit

Employees can avail of up to €117 back on an eye test.

Travel and Subsistence

Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



How to Apply

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill-sets applicable to the position should be emailed to:

jobs@bim.ie

The closing date for applications:

13th November 2025

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

This is a Higher Executive Officer Grade and BIM is aligned with the Public Appointment Service [Competency Model](#) PAS Competencies.

Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

All information will be treated with the strictest confidence and accessed only by those directly involved in the campaign.

Any queries in relation to this role should be emailed to jobs@bim.ie

BIM is an equal opportunities employer, and we are committed to ensuring that all recruitment candidates have complete and equitable access as can reasonably be provided. If you require any support or accommodation as part of the recruitment process, please contact us directly at HRinbox@bim.ie.



Investors in
Diversity
SILVER