Merchant Navy Training Board (MNTB)

Candidate Briefing Document

MNTB Administration Co-ordinator

Salary: c£26,500 (plus generous pension and benefits package)
London / Hybrid • Permanent • 4 days per week.

Welcome

Thank you for your interest in joining the **Merchant Navy Training Board (MNTB)**, the UK shipping industry's central body for maritime education, training, and skills.

This pack provides information about the organisation, the Administrative Co-ordinator role, the person specification and how to apply.

About the Merchant Navy Training Board

The Merchant Navy Training Board (MNTB) is the shipping industry's central body for maritime education, training, and skills. As part of the UK Chamber of Shipping, the MNTB plays a unique and influential role in ensuring the UK remains a world leader in maritime training and seafarer development.

We work in partnership with shipping companies, training providers, trade unions, and government to set and maintain the standards that underpin the UK's maritime training system. Our mission is to secure a sustainable and diverse pipeline of high-quality seafarers and shore-based professionals who will lead the industry into the future.

Following a period of strategic renewal, the MNTB is entering an exciting new phase and is modernising its role, expanding its reach, and strengthening its voice within the maritime skills landscape.

The Opportunity

We're looking for an organised and proactive Administrative Co-ordinator to play a key role in supporting the smooth running of the MNTB's day-to-day operations.

You'll work closely with the MNTB Director and team to deliver essential administrative, financial, and stakeholder support across all areas of the organisation's work, from cadet management and event coordination to outreach, governance, and reporting.

This is a varied and rewarding role for someone who enjoys taking initiative, managing multiple priorities, and contributing to meaningful work that supports the next generation of UK seafarers.

Key Responsibilities

- Co-ordinate cadet administration processes, including registration fees, *Wellness at Sea* booklets, and Training Record Book (TRB/eTRB) invoicing.
- Gather and report annual new entrant cadet statistics from training companies and nautical colleges.
- Provide administrative support for the MNTB's Recognition Services.
- Manage the Careers at Sea Ambassador Programme, overseeing Ambassador communications, CRM records, materials, and school outreach.
- Support delivery of Careers at Sea events and projects.
- Administer financial processes relating to cadet invoices, ratings bursaries, and funding activities.
- Co-ordinate MNTB meetings and events, booking venues, managing logistics, and recording actions.
- Plan and support the annual schedule of cadet and college meetings, seminars, and engagement events.
- Provide secretariat support for committees, including the Apprenticeship Committee (agenda preparation, minute-taking, and action tracking).

About You

You'll be a confident, detail-oriented administrator with excellent organisational skills and a proactive, positive approach to teamwork.

Essential skills and experience

- Previous administrative experience in a professional or membership-based organisation.
- Strong organisational, prioritisation, and time-management skills.
- Excellent written and verbal communication.
- Proficiency in Microsoft Office and CRM/database tools.
- Ability to manage multiple priorities while maintaining attention to detail.
- A flexible and collaborative approach to work.

Desirable

- Experience supporting governance, events, or project delivery.
- Familiarity with financial administration and invoicing.
- Interest in maritime, education, or training sectors.

Why Join the MNTB

- **Purpose:** Support the training and welfare of the next generation of UK seafarers.
- **Collaboration:** Join a small, supportive team working closely with industry, education, and government partners.
- **Development:** Gain valuable experience across administration, projects, and stakeholder engagement.
- **Flexibility:** Enjoy hybrid working and a supportive approach to work–life balance.

How to Apply

For a copy of the candidate briefing pack or to apply, please send your CV and a short cover letter outlining your interest and suitability for the role to Joanna Godfrey - jgodfrey@ukchamberofshipping.com

The closing date for applications will be Monday 5th January 2026. Interviews will be held in January 2026.

Applicants must have the legal right to work in the United Kingdom at the time of application. Unfortunately, the UK Chamber of Shipping is unable to offer visa sponsorship for this position, and only candidates with existing eligibility to work in the UK will be considered.

Our Commitment

The MNTB and the UK Chamber of Shipping are proud to be equal opportunity employers, committed to fostering diversity, inclusion, and fairness across the maritime sector. We welcome applications from all backgrounds and communities.

Job Description

Job Title: MNTB Administration Co-ordinator

Department: MNTB

Reports to: MNTB Director

Key Responsibilities:

1. Co-ordinate the cadet trainee registration fee process.
2. Co-ordinate the supply of Wellness at Sea booklets for all new UK cadets in training.
3. Co-ordinate all TRB/eTRB invoice process.
4. Request and collate annual new entrant cadet statistics from Nautical Colleges and Training Companies.
5. Support Director with Recognition Services administration function as required.
6. Administer the Careers at Sea Ambassador Programme to include:
    - Co-ordinate Ambassadors and school visit requests.
    - Control Ambassador list and CRM system.
    - Order Ambassador collateral when requested.
    - Outreach activities to schools and youth groups.
7. Attend Careers at Sea major events.
8. Support ad hoc Careers at Sea projects.
9. Administer all financial processes relating to cadet invoices, eTRB, ratings bursaries, and other funding activities.
10. Events co-ordination including booking venues, catering etc.
11. Plan and implement the annual meetings with cadets/colleges with the MNTB Team. i.e. coffee catch ups, LISW, MNTB Seminar etc.
12. Record and monitor actions from all MNTB stakeholder meetings.

13. Manage the Apprenticeship Committee meetings i.e. set up, minute taking and action management.

14. Attend and minute the Short Course Criteria Review working group meetings as and when required.
15. Provide administrative support for the following meetings: Main Board, Skills Committee, Board Representative Groups, MTT, MEF liaising with the MNTB Business Operations and Skills Manager.

The organisation reserves the right to amend this job description as necessary, after consultation with the post-holder, to reflect changes in or to the job.