

Position Details	
Title	Operations, Safety and Training Skipper
Reports to	General Manager
Direct Reports	Maintenance Manager, Skippers, First Mates, Deckhands and Volunteers
Location	50% on water – 50% land based
Hours	Part time
Functional Relationships	Internal: GM, Programme Co-ordinator External : Suppliers, Guests, Partners, Sponsors, Contractors

The New Zealand Sailing Trust

The NZ Sailing Trust (NZST) was inspired by the adventures of Sir Peter Blake and his racing teams. The Trust exists to ensure that key yachts from that history are preserved and sailing adventures are run on board to help inspire the next generation.

The NZ Sailing Trust mission and vision are:

- Preserve the legacy of the significant sailing vessels of Sir Peter Blake and his teams.
- Use these sailing vessels to provide experiences for young New Zealanders that bring to life the values of leadership, courage and teamwork.
- Help ensure the future of New Zealand's maritime industry through providing opportunities to young New Zealand sailors.

Purpose of the Position

The primary focus is that the NZ Sailing Trust can provide a safe operation of our vessels for all passengers and crew carried on our programmes and charters. The Operations, Safety and Training Skipper will work with the Maintenance Manager/Skipper to ensure the vessels are safe and compliant. This includes maintenance, presentation of the vessels, safety and survey compliance and record keeping.

Being a role model for the Trust emphasising our values and, in any opportunity, to promote the Trust's purpose, history and reputation to customers on board or when dealing with suppliers.

The role-holder will need big boat sailing experience to deliver our programmes on the water and ensure there is consistency of delivery across all our programmes. This includes planning, risk management, delivery and evaluation of all programmes on the Trust vessels.

The role-holder requires a level of leadership and role modelling best practice to all our crew. They will be responsible for safety, training, leadership, performance and review of all crew members.

The role requires a level of operations to ensure the vessels are ready and safe for each departure. This includes provisioning, fuel, water, cleaning products, laundry and any other sundries. Communicate with Programme Coordinator based on the runsheet provided for each departure.

The role is pivotal to delivering safe quality youth programmes and other public charters, continually making improvements and review existing processes.

Key Outcomes Required	
1.	Responsible for safe vessels to provide NZ Sailing Trust youth programmes
2.	Leadership and role model best practice
3.	Clear communication with crew, NZST staff and all functional relationships
4.	Strong and positive organisation and supplier relationships are developed and maintained
5.	Be on hand to assist Maintenance Skipper with comprehensive maintenance schedule
6.	All agreed Key Performance Indicators (KPIs) are achieved.
Qualifications	
<ul style="list-style-type: none"> • Skippers Restricted Limits or NZ recognised equivalent e.g., ILM/CLM (ringfenced by MNZ) • Prefer Coastal Medic or equivalent eg. Includes NZQA unit standards 6402, 6401 and 6400 • P endorsement • >24m endorsement • VHF – MRROC • STCW PISC – Proficiency In water Survival Craft • STCW Fire Fighting • Preferred Adult teaching certificate 	
Person Specifications	
<p>Key Skills and Attributes</p> <ul style="list-style-type: none"> • Proficient sailing vessel experience • Appropriate medical and physical fitness for carrying out required work • Experience working with, instructing adults and relating to young people is desirable. • Knowledge or experience working in the educational sector would be an advantage • Able to travel away overnight for multiple days • Excellent written and verbal communication skills • Confident, motivated and results- driven • Able to work without direct supervision • Work effectively in a diverse team • Desire to reach out to people proactively and build external and internal relationships • Familiar with MS Office Suite, i.e. Excel, Word, with accurate keyboard skills • Prioritising, time management and organisational skills • Being proactive, problem solver and accountable • Being well presented at all times 	

Key Result Area 1	Critical Tasks
Health & Safety	<ol style="list-style-type: none"> 1. Actively promote and maintain the Trust's commitment to continually improve its performance in Health and Safety management in a positive manner at all times. 2. Maritime Operating Safety System – in conjunction with the Maintenance Skipper to ensure all vessels are fit for purpose, comply with all safety and survey requirements or standards and function well when delivering journeys at sea. 3. Maritime Operating Safety System administration and documentation upkeep 4. H&S compliance (on vessel and land) and Emergency Response. To maintain an incident log, of all incidents and accidents. 5. Proactively contribute to the promotion of a safe working environment and safe work practices. Educate and update crew to ensure they are aware of changes and they take personal responsibility.

	6. Adhere to all Health & Safety obligations when working in the field or as a contractor on site. 7. Contribute positively to continuous improvement in the on-going review of Trust policies, procedures, safety and risk management plans and strategies. 8. Conduct regular toolbox meetings for all skippers and other relevant NZST staff 9. Review each incident logged and manage review process. Report to management where necessary. 10. Understand obligations of the Health & Safety Act 2015
Key Performance Indicators	
	<ul style="list-style-type: none"> • Vessels are safe for each scheduled departure • Implement and drive H&S policy • GM remains informed of critical events or near miss events • Incident reports are completed in a timely manner following an event • Following emergency response procedures, both major and minor emergencies. • Following H&S compliance requirements • Crew are trained according to relevant H&S procedures and reporting
Key Reports/Documents	<ul style="list-style-type: none"> • Critical Incident Reports • Recommendations for Improvement

Key Result Area 2	Critical Tasks
Policies and Procedures	1. Policies, Procedures and Risk Management ashore and at sea –to create, maintain and review all the Trusts policies, procedures, safety and risk management strategies. 2. Ensure the Trust is compliant with MTOP, MOSS and survey requirements for all vessels and keep up to date. 3. Log Books for all trust vessels are used as intended, used correctly and copies kept for archiving 4. Clearly communicate all changes to policy and procedures to relevant crew. 5. Keep a comprehensive database of suppliers is maintained as current.
Key Performance Indicators	
	<ul style="list-style-type: none"> • Keeping vessels in survey and meeting all survey requirements • Ensure log books are accurate and kept up to date • All MOSS documentation is accurate and complete • Liaison with all crew and NZST staff is effective • Issues are raised and repairs are dealt with in a timely manner. • Supplier database is current
Key Reports/Documents	<ul style="list-style-type: none"> • Skipper Monthly Report • Supplier contact database

Key Result Area 3	Critical Tasks
Delivery of Programmes	1. Be able to inspire and deliver the history of the vessels and achievements of the original crew. 2. Train crew to be responsible for the delivery and overall running of the journeys whilst on board. 3. Ensure crew are meeting group objectives. 4. To review weather and sea conditions pre journey and plan sailing journeys in conjunction with the groups required outcomes. 5. Responsible for delivery of consistent programmes whilst on board vessels.

	6. Health & Safety of all passengers and crew. 7. Respectful of the principles of Kaitiakitanga
Key Performance Indicators	
<ul style="list-style-type: none"> • Crews are accurately and comprehensively briefed prior to a departure and debriefed post departure • Successful and efficient programme delivery • Making good and safe decisions on sailing destinations based on weather • Good communication with staff 	

Key Result Area 4	Critical Tasks
People	<ol style="list-style-type: none"> 1. Crew Scheduling 2. Crew Recruitment & HR Admin 3. Crew Inductions 4. Crew mentoring and development 5. Develop a crew training schedule and individual development plans. 6. Work with the GM to develop a volunteer managers role to 7. Recording of qualifications and training for each crew member 8. Crew uniform and presentation
Key Performance Indicators	
<ul style="list-style-type: none"> • A well organised and well communicated staff roster • Regular crew training scheduled and conducted by Operations, Safety and Training skipper • Open and transparent relationship with crew • Continual development of crew, on water, dockside and office where appropriate • Hold annual reviews with crew • Conduct an induction for new crew and any crew that have had more than four months off 	
Key Reports/Documents	<ul style="list-style-type: none"> • Staff training schedule • Annual review summary • Accurate recording of crew training and crew inductions

Key Result Area 5	Critical Tasks
Reporting	<ol style="list-style-type: none"> 1. Prepare and submit monthly reports to the GM on H&S, People, Operational, Programmes and Upcoming objectives. 2. Monitor H&S incidents and summarise monthly 3. Research and prepare additional reports as required
Key Performance Indicators	
<ul style="list-style-type: none"> • Monthly reports are accurate, complete and submitted on time • Programme evaluation systems are maintained as “fit for purpose” 	
Key Reports/Documents	<ul style="list-style-type: none"> • Monthly Skippers Report • Critical Incident Report

Key Result Area 6	Critical Tasks
Quality Service	<ol style="list-style-type: none"> 1. Be committed to provide a quality service to all customers. 2. Proactively make recommendations for continual improvement in quality of service and service delivery processes. 3. Resolve customer problems and issues whilst on board, deal with complaints promptly by investigating problems, developing solutions, preparing reports as needed and making recommendations to resolve. 4. Maintain record of customer problems and complaints to inform on-going review and development
Key Performance Indicators	
<ul style="list-style-type: none"> • GM remains informed of identified needs for service and business improvement • GM is informed of customer problems and complaints 	
Key Reports/Documents	<ul style="list-style-type: none"> • Recommendations for Improvement • Customer complaint reports

General Duties
<ul style="list-style-type: none"> • Be punctual and work the hours and times specified. This may require weekend and evenings when required. • Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard. • Support and help develop a positive workplace culture • Demonstrate excellent interpersonal communication skills. • Responsibly manage all business resources within accountability levels. • Undertake all duties and responsibilities outlined in this Position Description and all other duties as required by the business. • Comply with all employment obligations. • Promptly undertake to complete all reasonable and lawful instructions and directions given. • Serve the business in good faith, promoting and protecting the business' best interests. • During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment. • Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.
Other
<p>This position description is not exhaustive and can be reviewed on-going in discussion with the role holder.</p> <p>The role holder can be required on request to undertake projects and duties additional to those specified in the current draft of the position description.</p>