

THREE FESTIVALS TALL SHIPS REGATTA – LIAISON OFFICER JOB DESCRIPTION

Supporting the Tall Ships : Liaison Officers

This note summarises the key roles in support of the Tall Ships. It covers:

The role of Liaison Officers;

Purpose

The overall purpose of all of the functions involved is to ensure that the organisation of support to the Three Festivals Tall Ships Regatta for both operational and recreational activity is first class.

Management

The overall management of the relationships between the various parties during the event will be the responsibility of a **Chief Liaison Officer (CLO)**. The CLO, together with their team in the Liaison Control office, will be available for Liaison Officers to seek assistance. Liaison Officers will also be able to pass on any requirements from the vessel which the “Office” will put into effect with an appropriate agent, or will assist Liaison Officers to undertake if within their remit.

The specific roles are set out in more detail below.

Liaison Officers

Liaison Officers will be appointed by the Tall Ships Liaison Committee. Ideally, 2 will be allocated to the larger vessels, 1 to medium sized vessels and 2 to a cluster of small yachts (if so required).

It is considered beneficial to recruit primarily from Sailing and Maritime organisations as people involved with these organisations will have an affinity with the needs of Tall Ships vessels and their crews.

Primarily the Liaison Officer attends most matters pertaining to “social” aspects of the visit, but will be also involved with “ship’s” business as listed below

Liaison Officers will not normally be expected to expend money on behalf of their vessel unless, for example, the vessel asks for assistance to directly pay or buy some minor items.

NB A Liaison Officer must not under any circumstance guarantee or pay out money on behalf of their vessel. If purchasing or paying for services it is preferable that a crew member accompanies the Liaison Officer.

Liaison Officer briefing

Liaison Officers will receive a briefing of the programme of events, facilities, services etc during May 2018.

Liaison Officers will be required to act as the main link between the vessel and the event organisers. Each Liaison Officer will be :

- Allocated a vessel nearer the arrival date of their arrival – some vessels will arrive a little earlier than this depending upon where they are sailing from.
- Provided with the information pack/programme of events/information booklet and also details of local facilities including suppliers/repairers/doctors/dentists/chemists /travel/local supermarkets.
- Advised of vessel ETAs and berthing locations i.e. Class 1 – large/medium size Wellington/Sandon – smaller yachts in Canning/Albert and 2 large (Class 1) sailing ships on the Landing Stage cruise liner extension where H.M.S. “Ark Royal” will also be moored.
- Requested to attend on arrival – berthing, (depending on docking time/tide). But not in the middle of the night as the crews will probably wish to get some sleep!

Liaison Officers who sail on yachts will fully appreciate the initial arrival requirements for the vessels in terms of showers, laundry, provisions etc.

Other key duties will involve:

- Keeping vessels up to date with essential information and any new information throughout the event.
- Bringing the post to and from each vessel and to and from the main event control point.
- Helping the crews find and access facilities in the City – banks, telephones etc.
- Communicating any issues or difficulties to the Chief Liaison Officer.
- Providing information about and enthusing crews to participate in events and activities

Qualities and Skills

The Liaison Officer role is one of the most important roles in the entire event. The success of Liverpool as a Tall Ships venue will to a great extent rely on the work of the Liaison officers in facilitating the relationship between the crews and the operational and social facilities on shore.

The role will be demanding, especially in terms of time. Liaison Officers will be expected to be available from 8am each morning of the event until around 8pm.

Qualities required, in addition to the commitment identified above , will include:

- Listening and negotiating skills
- People skills
- Problem solving skills
- Adaptability

- Ability to work under pressure
- Some foreign language skills may also be useful with crews from all over Europe.