Job Title	Ship's Master
Date	August 2025

PURPOSE OF POSITION

The Master is responsible for the safety and care of the vessel, passengers, sail trainees and crew, and for all aspects of the ship's operation for tourism activities and Youth Development voyages.

The Master will oversee performance of the crew while on board, ensuring they adhere to the Trust's programme, policies and safety operating procedures, with the aim to deliver the "best day of their holiday" for tourism passengers, and "life changing" experiences for sail trainees on Youth Development voyages.

The Master will also work closely with the maintenance team to manage the ongoing maintenance and repair of the ship.

ACCOUNTABILITIES

Tourism based activities (Summer)

1. Taking overall charge of the safe sailing of the tall ship R. Tucker Thompson during day sails in the Bay of Islands.
2. Maintaining a culture of safety for yourself, the other crew and passengers.
3. Vessel Management as follows:
    a. Adherence to MOSS requirements
    b. Compliance with Maritime New Zealand/NRC/DOC requirements and procedures
    c. Accurately completing procedural checks and maintaining ship's log using vessel management software
    d. Taking pride in the appearance of the ship by ensuring that the crew keep it in a clean and orderly manner, both above decks and below.
4. Crew Management as follows:
    a. Taking responsibility for crew training on general seamanship, through completion of induction programme
    b. Sign off crew handbook and ensure all tasks are completed by crew
    c. Supervision of crew maintenance and cleaning schedule
5. As Master, engaging passengers in conversation, sharing the Bay of Islands, its history, the ship's adventures and her role as a charitable trust.

6. Encouraging participation from the passengers, whether directly or through the crew, to ensure a day sail on the R. Tucker Thompson is a memorable experience.
7. Oversee maintenance on the ship is carried out as needed and in a timely manner

Youth Development Voyage responsibilities (Winter)

1. Master in charge of the delivery of 7-day youth development voyages in accordance with R. Tucker Thompson's programme, safety procedures and philosophies.
2. Leading a safe and nurturing environment so crew and sail trainees maximise their potential while on board.
3. Carry out maintenance as required to repair and maintain the vessel (during voyages and during maintenance period), including:
    a. Woodwork maintenance and repair (sanding, painting and varnishing)
    b. Standing rig, running rig and sail repair and maintenance
    c. Mechanical engineering repair and maintenance (engine, bilge pump, capstan etc)
    d. General cleaning tidying and maintenance
    e. Anything else that is required to maintain the ship in a safe condition

Maintenance

Support ongoing and winter maintenance as required to repair and maintain the vessel, including
1. Woodwork maintenance and repair (sanding, painting and varnishing)
2. Standing rig, running rig and sail repair and maintenance
3. Mechanical engineering repair & maintenance (engine, bilge pump, capstan etc)
4. General cleaning tidying and maintenance

COMPETENCIES

Essential	Highly Desirable
ILM certificate of competency or SRL endorsed to 24m and endorsed to carry more than 12 passengers, appropriate experience as Master	Experience with youth, teaching and sail training
Tall Ship or classic ship sailing experience involving traditional/gaff rigged vessels	Knowledge of the Bay of Islands and environs
Good track record of safety procedures.	Familiarity with tikanga Māori
Proven ability to manage a crew for voyages	2nd language other than English
Marlinspike skills	Overseas travel experience
General Maintenance Skills	

AUTHORITY LEVELS
Financial delegated authority by agreement with the Chief Executive and according to Trust Delegated

Authority policy.

RELATIONSHIPS

Reports to	Chief Executive
Internal relationships	All staff
	Skippers and crew
	Trustees
External relationships	Passengers
	Tour guides
	Youth and parents