



Tall Ships Chief Liaison Officer

If being the motivational leader of a group of 80-100 Volunteer Liaison Officers who are responsible for the needs of the ships and crew of the Tall Ships experience excites you, then keep reading!

Aberdeen is getting ready to welcome back some old friends; putting on an exhilarating show of sailing from majestic ships crewed by young trainees who are the heart of the Tall Ships event. The volunteer role of Chief Liaison Officer (CLO) is a critical one in making sure that the trainees experience the best environment to get the most out of their own experience.

The CLO is responsible for training, managing and coordinating the team of 80-100 Volunteer Liaison Officers, with full responsibility for the smooth running of the event for the vessels and all crew members during their visit to Aberdeen.

Ship Liaison Officers are important as the interface between the visiting ships, their crew, young trainees and the overall event with activities provided for them. Each vessel in the Tall Ships fleet will be allocated one or two Liaison Officers to look after the needs of the crew and young trainees while they are in port.

If your strengths include attention to detail, you transform good planning into great activity, you remain flexible when the unexpected situations arise and you're great at motivating volunteers to enable things to happen, then this role may be perfect for you.

The volunteer position starts from August / September 2024, initially 1-2 days a month, ramping up to a full-time commitment during July 2025. Please note, this is a volunteer role.

The position is open to anyone 18 years and older.

Roles and Responsibilities:

- CLO is required to:
 - Assist with coordinating the planning and preparations for vessel requirements in Port of Aberdeen in collaboration with Tall Ships Project Team.
 - Take part in the selection process of Ship Liaison Officers, through second half of 2024.
 - Develop and deliver training for all Liaison Officers, with support from members of the Tall Ships support community.
 - Coordinate the Liaison Officers' during the Tall Ship's visit to Aberdeen: rotas, office structures, comms plan, budget, etc.
 - Coordinate with sponsors and Tall Ship event coordinators, especially on vessel visits.
 - Fully understand all HSE and Event logistics procedures.
 - Coordinate with Port of Aberdeen.





- The CLO is expected to take part in emergency response training, inclusion in the emergency response plan.
- The CLO is likely to be involved in speaking publicly in promoting the Tall Ships Races Aberdeen 2025.

Chief Liaison Officer required skills:

- Experience in coordinating and managing 70+ people.
- Experience in working as part of a Management Team.
- Experience in large event planning and coordinating.
- Excellent computer literacy and understanding of social media.
- Excellent communication skills across all stakeholders.
- Ability to work independently and take responsibility for solving tasks on your own as well as working with the wider team.
- Ability to make decisions.
- No issue in being in the media. CLO is a key 'Face of The Tall Ships'.
- Very positive mindset.

Chief Liaison Officer preferred skills:

- Participation in previous Tall Ships Race or equivalent large sailing event.
- Previous maritime operational experience.
- Participation in a previous large event as a support volunteer.
- Good understanding of the Aberdeen area and events the crew will be participating in.
- Multiple languages.
- Preferable to have their own transport.

