



Ocean Resource Coordinator

Position: Ocean Resource Coordinator

Reporting to: Whole School Ocean Coordinator

Key roles and responsibilities:

- Coordinate all Ocean Resources / assets on a whole school level
 - Commercially registered vessel - ISS Explorer
- Boating operational requirements
- Coordinate with authorising bodies regarding vessel registration, operational area and coastal trading licences.
- Continual development of Standard Operating Procedures (SOP) ensuring the safety of all staff, students and passengers' onboard vessels.
- Ensure all licences and registration documentation is true and up-to-date
- Work with relevant entities to ensure continual updates of valuation documentation
- Work alongside business office to ensure insurance documentation is up-to-date
- Adhere to strict maintenance schedules to ensure continual smooth operation
- Budget management
- Adverse weather management planning and execution
- Coordinate all boating operations
- Submit all relevant documentation with relevant authorities
- Co-ordinate Ocean Resources management & maintenance (for example; SUP's, Lifejackets, Snorkelling equipment)
- Manage fresh and saltwater aquariums
- Coordinate with development partners
- Coordinate with all ocean team members
- Support teaching requirements

Qualifications and skill sets:

- Boat Masters though Class 6 masters/engineer certificate of competency is required
- Diploma or Degree in Marine science or biology would be preferred.
- Current First aid and CPR certification.
- Dive qualification - Freediving, open water, advanced open water, Dive master, instructor would be preferred.
- Car licence - Preferable
- Strong swimming ability
- Strong computer skills
- Strong communication skills
- Understanding of marine and environmental impacts
- Thorough knowledge of MSAF policies and procedures