

# The Tall Ships Races 2023 – Lerwick

Thank you for your interest in volunteering for the Tall Ships Races 2023 visit to Lerwick.

There are a number of roles available, and you should read the information below to decide which of the roles best suit your skills and availability.

The application form attached should be completed in full and returned by the appropriate deadline.

We are looking to recruit Liaison Officers this year to allow for adequate training and organisation ahead of the event, but also welcome applications for other posts. The application deadline for Liaison Officer positions is Friday 4<sup>th</sup> November 2022. Other role applications will be accepted up to 13<sup>th</sup> January 2023.

If you would like more information on the Liaison Officer role, please feel free to contact the Chief Liaison Officer on [martyn@tallshipslerwick.com](mailto:martyn@tallshipslerwick.com)

Please ensure you read and sign the Volunteer Agreement & Consent Form before returning your application. Short follow-up interviews for Liaison roles will be held during the weekend of 26/27<sup>th</sup> November.

An introductory information session will be held for all volunteers on Saturday 11<sup>th</sup> February 2023.

## Volunteer Requirements

As a volunteer you will experience a sense of achievement in helping to make The Tall Ships Races 2023 – Lerwick, a success, helping to foster a lasting positive impression to all visitors of Shetland, and its people. You will be part of a team and have the opportunity to meet and make new friends. You will be invited to a party that will be held to thank all volunteers.

You will need to be familiar with the event programme and location of information points, toilets, and first aid points.

You will communicate effectively giving thought to cultural diversity and specific needs of visitors.

You will be issued with a polo shirt and ID, which should be worn when on duty, and meal vouchers, where appropriate.

You will be given training appropriate to your role and will have a named contact to report to.

## Key Volunteer Roles

### Ships' Liaison Officers

The Liaison Team are an integral part of the fleet while they are in Lerwick and they work closely with the ships – even before their arrival in port. Individual Liaison Officers are appointed to each ship to act as their local point of contact and ensure the captain and crew have access to information, advice and services required.

Liaison Officers are required to attend a morning briefing at around 08:00 each day of the event then report to their assigned ship to pass on messages and updates for the day. During the day, Liaison Officers will assist crew with bookings for tours and activities, and direct them to the correct location for their designated transport.

Volunteers who are friendly, confident, interested in developing international friendships, and have a good sense of local knowledge are particularly well suited to this role.

Liaison Officers are Ambassadors for the port, and Shetland, as they represent our community aboard the ships.

Liaison Officers will need to be available on site from Wednesday 26<sup>th</sup> – Saturday 29<sup>th</sup> July 2023, with an 08:00 start each day.

### Deputy Chief Liaison Officers

The Deputy Chief LO's have a more specialised role than a Ships' Liaison Officer. They will be based in the LO Headquarters with the Chief Liaison Officer and will provide a support service to the LO team.

Each of the team will have a specialist knowledge in a relevant subject and good local contacts to assist Ships' LOs with information regarding repairs, supplies and other matters.

Deputy CLOs will need to be available from Sunday 23<sup>rd</sup> – Sunday 30<sup>th</sup> July 2023, and maintain a shift pattern presence in the LO Headquarters from 07:00 until approximately 19:00 daily from Tuesday 25<sup>th</sup> July.

### Crew Centre Liaison Officers

A dedicated venue will be provided for ships' crews to visit and access free soft/hot drinks, wi-fi, and interact with other crew members.

This facility will be available in a central location from 10:00 – 20:00 each day from Tuesday 25<sup>th</sup> July – Saturday 29<sup>th</sup> July (closing at 13:00 on Saturday). Liaison staff will be required to assist crew members with any enquiries and to supervise the area.

### **Sail Training International/VIP Liaison**

During the event a team from Sail Training International, the organisation who manage the Tall Ships Races, will be based in Lerwick. Their team will require liaison assistance and support with local information and knowledge. This role may include some basic administrative support.

Other VIP guests will include sponsors, visiting artistes or performers, and invited guests to various events and locations. At times there will be a need for liaison staff to be on hand to welcome these guests and act as a host. This may include welcoming guests on board ships during deck hire events.

VIP Liaison Officers will need to be flexible with availability and may only be required on certain days between Tuesday 25<sup>th</sup> – Saturday 29<sup>th</sup> July 2023.

### **Stewards/Marshals**

Across the various event sites, there are a number of roles for volunteers to assist with the safe and secure flow of people within designated areas.

This includes monitoring access to crew-only areas, and general site supervision – bringing any issues to the attention of the Duty Site Manager or security team. There may also be opportunities to assist in the marshalling of crew members during the Crew Parade.

Stewards and Marshals can volunteer for individual days, or the full event, depending on availability. Duty times will vary between 09:00 – 01:00.

### **Event Information Advisor**

The main event sites will require central information points where the public can access information on activity and event schedules, purchase programmes and merchandise, and request general information.

Volunteers in this role will be public-facing and require a good overall knowledge of the event programme and locations.

Duty times for this role will be approximately 10:30 – 21:00 each event day and can be split into shifts depending on applicants' availability.

### **Park & Ride Marshals**

There will be a significant requirement for parking during the event and two remote Park & Ride centres will be in operation within Lerwick.

To ensure safe and efficient use of these spaces, Parking Marshals will be required to direct cars to parking bays.

Parking Marshals can opt to volunteer for individual days and shifts will vary between 07:00 and 23:00.