

POSITION DESCRIPTION

POST TITLE:	Skipper
RESPONSIBLE TO:	General Manager
EMPLOYMENT TYPE:	Independent Contractor
CONTRACT:	Contract for services (25hr/week average, 48 weeks)
CONTRACT RATE:	\$40/hr. (excl GST)

About the role

Guardians of the Bay of Islands/Project Island Song are seeking a safety-conscious experienced Skipper to join our team on a contract basis. As a Skipper, you will be responsible for the safe operation and navigation of our vessel Mārara that services the pest-free islands in the Bay of Islands. This role includes but is not limited to transportation for: conservation dog work, island pest-surveillance, weedbusting, planting, monitoring, education, guided walks.

This is an exciting opportunity with varied work that requires commitment and flexibility.

What you'll be doing – key duties & responsibilities

- **Safely operate and navigate the vessel within the Bay of Islands**
Ensure the safe, efficient operation and navigation of the vessel. Monitor weather and sea state, adjust routes as needed, and maintain full awareness of surrounding traffic and maritime regulations.
- **Deliver a safe, enjoyable service**
Provide clear direction and promote a positive onboard culture focused on safety and passenger experience.
- **Oversee passenger safety, including boarding and disembarking**
Supervise all passenger movements to ensure safe, efficient boarding and disembarking procedures. Communicate clearly with passengers, assist where needed, and ensure all safety protocols are followed.
- **Carry out checks, maintenance reporting, and logbook requirements**
Complete all pre- and post-departure safety checks, and operational logs. Record and report maintenance needs promptly to ensure ongoing vessel reliability and compliance.
- **Ensure compliance with all maritime and organisation safety procedures**
Adhere to all MNZ, MOSS, and organisation safety requirements. Conduct safety drills, enforce operational policies, and promote a proactive safety culture onboard.
- **Deliver professional and friendly interactions**
Represent the organisation with professionalism and approachability. Engage with passengers courteously, share local knowledge where appropriate, and ensure every passenger feels welcome and well cared for.
- **Clear communication**
Prompt communication with the General Manager and Responsible Person around any required maintenance and/or repairs needed. Work collaboratively with the wider operations team to ensure the efficient and reliable running of the boat. Attendance at meetings as required.

What we're looking for

- Minimum 1 years' experience as a Skipper, preferably in a commercial operation
- Current Maritime Skipper's certificate (Skipper Restricted Limits (SRL) or higher)



- Strong seamanship skills, including expertise in vessel handling, navigation and coastal operations, confident in beach landings and stern beach landings
- Excellent customer service orientation and the ability to communicate effectively with passengers
- Flexible and adaptable, with the ability to work to changing shifts this will include some weekends and public holidays
- Demonstrated commitment to health & safety and a proactive approach to risk management
- Eligibility to work in New Zealand
- Current full driver's license
- Current Seafarers medical & first aid certificate
- Full Police checks will be required as you will be working with youth and vulnerable adults

Specific work environment

- 25 hours a week (average) this varies throughout the month due to programming of work, successful applicants would need to be committed to the flexible work programme in place
- Some weekend work is required to deliver programmes

About us

Project Island Song works in partnership with Te Rawhiti hapu and the Department of Conservation (DoC) toward a vision for the Islands of Ipipiri to be an archipelago of sanctuaries alive with the dawn chorus, where both people and New Zealand's unique wildlife prosper in harmony.

If you are an experienced commercial skipper with a passion for conservation and the maritime industry, we encourage you to apply for this exciting contract role.
