

## Job Description: Ship–Shore Coordinator (SSC)

**Role Type:** 30 hours/week, dedicated position

**Dedicated & Independent Position Reports to:** Association

**Location:** On board (Sicily, Italy) & remote coordination with the Association

The Ship–Shore Coordinator (SSC) is the central connection point between the Ship and the Association and bears direct accountability for safety management, regulatory compliance, and operational continuity. This role carries significant responsibility for planning, communication, documentation, and operational continuity. It combines technical understanding with strong communicational and organizational skills and requires a person capable of maintaining both the big picture and the daily details.

The SSC ensures transparency, safety and smooth cooperation between all departments, volunteers, and external partners. As the bridge between on board operations and the Association's shore-based members, the SSC holds a unique position of trust and must exercise independent judgment.

## Key Responsibilities

### Shipyards Planning & Coordination

- Plan and prepare layover periods and shipyard times in close cooperation with the ship's crew.
- Collect, prioritize, and plan upcoming jobs and maintenance tasks.
- Maintain an overview of all ongoing construction sites and technical works on board.
- Define clear task scopes, deadlines, and competency requirements before assigning any work to coworkers.
- Distribute tasks to volunteers and coordination team members and ensure follow-up and quality control.
- Ensure safety standards and PPE compliance.
- Conduct investigation in case of an incident.

### Documentation & Systems

- Maintain and update all relevant documentation:
  - Workbook / Joblist
  - Smart Sailors (certificates, maintenance tasks, deadlines)
  - General work documentation and progress tracking
  - Incident logs
- Ensure regular updates to the Association.
- Proofread handovers of the different departments of the Ship between crew changes.

## **Legal & Administrative Responsibilities**

- Maintain oversight of financial processes on board and ensure correct accounting.
- Approve on-board expenditure within a defined budget.
- Understand and monitor legal implications related to:
  - Ship operations and flag state requirements
  - Local authorities
  - Volunteer insurance coverage
  - Contracts and work permits for paid staff and volunteers
- Ensure required documents are signed by the responsible officer on board.

## **Team Management**

- Support healthy communication and mediate conflicts on board when needed.
- Foster a cooperative, transparent, and safe working environment.
- Attend at least 4 weekly coordination meetings (engine meeting /ship department / general / operational coordination).
- Attend to feedback calls in close cooperation with the crewing department
- Conduct structured onboarding sessions for incoming volunteers covering safety rules.

## **Communication & Representation**

- Act as the primary communication link between ship and Association and ensure transparent information flow.
- Coordinate with all relevant departments: Crewing, Operations, Accounting, Technical, and Board.
- Serve as the local contact person for authorities, port officials, NGOs, and support networks.
- Represent the Ship and the Association in local matters.

## **Association Integration**

- Mandatory membership or willingness to become part of the Association.
- Uphold the values, mission, and operational standards of the organization.

## **Profile & Requirements**

### **Skills and qualifications:**

- Strong technical understanding and ability to oversee complex workflows.
- Excellent communication skills across diverse teams and stakeholders.
- Ability to maintain overview under pressure and manage multiple tasks simultaneously.
- Experience in maritime, NGO, or technical project environments is an advantage.

- Demonstrable understanding of the ISM Code, SOLAS regulations, and MLC 2006 is a plus.

### **IT & Language**

- Proficiency with Google tools and programs
- Fluency in English written and spoken is required; Italian desirable. Additional languages (French, Spanish, Arabic, or German) are appreciated.

### **Soft skills**

- High level of responsibility, reliability, and self-organization.
- Conflict-sensitive communication and ability to mediate.
- Active listening and non-violent communication skills.
- Ability to delegate.
- Sense of confidentiality.

### **Requirement**

- Not holding another leading position on board, as Head of Department or within the Board of the Association.

## **Conditions**

### **Contract Type**

- The position includes a 3-month probation period and is initially offered as a fixed-term contract for one year, with the clear intention of extending it into a longer-term role.

### **Salary**

- €2,505 gross per month based on an average of 30 working hours per week, plus 30 days of annual paid leave.

### **Starting Date**

- Earliest possible start date: 17th July 2026.