



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Seafarers Centre Volunteer</b>
<b>Business Unit:</b>	Mission to Seafarers Brisbane Inc
<b>Location:</b>	Port of Brisbane
<b>Employment Status:</b>	Voluntary
<b>Reports To:</b>	Centre Supervisor
<b>Direct Reports:</b>	Nil
<b>Key Relationships &amp; Stakeholders:</b>	<b>Internal:</b> Committee; Supervisors, fellow Volunteers <b>External:</b> Seafarers; Port of Brisbane workers; Contractors; Port security and facilities; Merchandising suppliers

### About Mission to Seafarers Brisbane Inc

While Mission to Seafarers Brisbane is an independent incorporated association, it is an arm of the international Mission to Seafarers and retains close links with the Anglican Diocese of Brisbane, known as Anglican Church Southern Queensland, particularly through its HR, payroll, Insurance and Workplace health and safety functions, as well as its parishes.

The Mission to Seafarers provides social, physical and spiritual support to over 12,000 seafarers each year that arrive on ships trading to the Port of Brisbane. The Mission operates a Seafarers Centre, also known as the Flying Angel Club, located on the Fisherman Islands' port precinct. This seafarer welfare support is unfortunately often also required externally to the Seafarers Centre and predominantly at hospitals in the event of medical emergencies affecting the seafarers. Some of our other services include transport to and from the ships, telephone and internet access, convenience and souvenir store and recreation facilities and a chapel.

The Seafarers Centre currently operates Monday to Friday from 1000-1800 hours. The intention is to resume 7 days opening when sufficient resources permit. The Seafarer's Centre is managed by a Centre Supervisor and operated by volunteers, all of whom are required to ensure the Centre functions in accordance with the Mission to Seafarers Brisbane Policies and Procedures.

Mission to Seafarers is overseen by a Management Committee, who retain overarching management and strategic decision making on matters related to the Centre to ensure the rules of an Incorporated Association are upheld.

### Position Statement / Overall Purpose:

The role of Centre Volunteer is varied and requires flexibility in approach. While reporting to the Centre Supervisor, a Centre Volunteer may be required to operate any of the buses used to transport seafarers and perform minor preventative maintenance tasks on these buses, which includes cleaning, refuelling, tyre pressure monitoring and fault reporting. Centre Volunteers may also be required to perform other functions within the seafarer's centre including but not limited to; shop operations, including cash till operations, sale of shop items, foreign exchange, serving of alcohol, restocking of merchandise, spot tidying and cleaning, second hand clothing management, gardening, banking and other tasks as directed by the Centre Supervisor.

Given the function of the Seafarers Centre, a Volunteer will also be required to interact with seafarers in a respectful and caring and manner and all times in accordance with the Mission, Vision and Values of our organisation.

### Position Specific Requirements & Qualifications

#### Essential:

1. A National Police Check, or the ability to complete one
2. Current unrestricted Queensland car drivers' licence (if driving the mini buses)
3. Responsible Serving of Alcohol Certificate or ability to obtain this (can be provided)
4. First Aid and CPR training (can be provided)

#### Desirable:

1. Previous volunteering experience
2. Pastoral care training and/or experience
3. Cash handling and/or retail experience
4. Banking
5. Transportation of persons
6. Language Other Than English (LOTE).  
(*Fluency in Tagalog, Hindi, Mandarin, Bahasa, and/or Pidgin English would be highly regarded*)
7. A happy and caring disposition that makes a seafarer smile

### Key Selection Criteria:

1. An understanding of the application of workplace health and safety laws and legislation.
2. Demonstrated ability to work collaboratively with others to maximise best service for seafarers.
3. Ability to work within a team environment.
4. Ability to work autonomously, plan and prioritise work effectively.

### Key Accountabilities

#### 1. Duties and Requirements

- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures.
- Driving the Seafarers Centre minibuses to transport seafarers
- Operate the shop Point of Sale system for shop and bar sales.
- Operate the Foreign Exchange cash register.
- Liaise with seafarers during their visit to ensure they enjoy their shore leave.
- Banking of sale proceeds (this role requires additional security checks)
- Your responsibilities may also extend to any other tasks as outlined on the Volunteer Daily duties list, or any other tasks delegated to you by the Centre Supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.
- Comply with the Mission's Code of Conduct at all times.

All staff must endeavour to live the values of Mission to Seafarers in carrying out their role at the Brisbane Seafarers Centre, operating with integrity and commit to being;

- Respectful
- Resilient
- Compassionate
- Inclusive
- Faithful