



United Kingdom Antarctic Heritage Trust and Antarctic Heritage Limited



Contract for Services -Task Description for Port Lockroy Assistant

Hours: Antarctic Season, early November - mid March

Contract period: Subject to contract terms, approx. 5 months.

Services Fee: Rate will be between £1000 and £1500 per calendar month (or part pro rata) depending on experience. On completion of a satisfactory season a performance related discretionary bonus (excluding disbursements) may be awarded.

Reporting: Operations Manager, Antarctic Heritage Limited (AHL), Port Lockroy Team Leader while in the Antarctic.

Services required: To assist the team leader to most effectively run the post office, merchandise and museum operation at Port Lockroy base, Antarctica during the Austral summer and to undertake preparatory work as necessary in Stanley, Ushuaia and/or the UK prior to departure and follow up work on return. Areas of responsibility will be divided up amongst assistants:

1. Operation of the Post Office on behalf of the British Antarctic Territory Government. A post season report will be required by the end of March.
2. Penguin and wildlife monitoring on behalf of the British Antarctic Survey. A post season report will be required by the end of March
3. Work on the artefact cataloguing and conservation and museum interpretive material.
4. Operation of the shop and maintenance of financial controls for all cash and credit card transactions. This will involve liaison with the Hotel Manager's and ship's pursers for any on board sales whether of stamps or merchandise, or banking facilities. This person will also be required to ensure stock control and maintain an overview of the stock situation for the gift shop reporting back to HQ regularly through the season.
5. Running the annual maintenance works programme.
6. Operating the communications with the ships and HQ as well as liaison with the Expedition Leaders.
7. Managing all the day to day operating supplies including controlling the stock of food, equipment, base inventory etc.

Overview: Port Lockroy or Base 'A' is a British historic base situated on the tiny Goudier Island off the Antarctic Peninsula. It was established in 1944 and occupied until 1962. The abandoned base was restored in 1996 as a 'living' museum. It is visited each Austral summer by approx 15,000 ship-borne visitors amounting to one to two ship visits per day. During the short summer period approximately 70,000 items of mail are cancelled by hand before input into the British postal system. Goudier Island is also home to 1500 breeding gentoo penguins that nest all around the building and staff continue to monitor the colony's breeding success. AHL contracts staff to operate the base to raise funds for its parent charity, the United Kingdom Antarctic Heritage Trust (UKAHT), promote the work of the UKAHT on the Peninsula and in the UK and to give visitors a taste of base life from the early days of British occupation.

Summary of services to be provided

1. To assist with management of the base throughout the occupancy period.
2. To maximise income from merchandise and post office sales.
3. To promote the work of the UKAHT.
4. To assist if necessary with liaison with expedition leaders to schedule visits to the station.
5. Assist in providing appropriate lectures on board ship where possible.
6. Assist with taking mobile shop and post office on board ships where possible/necessary.
7. Assist with museum display and interpretation, up-date as necessary.
8. Undertake penguin and wildlife monitoring in accordance with guidelines.
9. Assist with building maintenance as necessary.
10. Assist with management of stock control records, sales records and all finances whilst at Port Lockroy.
11. Assist in production of monthly sales and stocks reports and send to Secretary AHL.
12. Assistance with an end of season report for the Historic Bases Working Group (or alternative platform as necessary).
13. Review and keep up to date Standard Operating Procedures, Inventories and Risk Assessments.
14. Provide a selection of documentary photos from the season to the Operations Manager for use in UKAHT material.
15. Prepare all personal clothing and equipment required for the forthcoming season.
16. In consultation with Team Leader, liaise with the Post Master in Stanley, Falkland Islands over the issue and supply of philatelic items
17. Participate as necessary in briefing/training for season (4 days in August/September)
18. To operate in a safe and diligent manner at all times, in line with all Health, Safety & Welfare policies and guidelines in place and update or review as required.
19. To undertake other services from time to time as required by the Operations Manager and Port Lockroy Team Leader.