



<b>Job Title</b>	<b>Harbour Operative</b>
<b>Responsible to</b>	Harbour Manager
<b>Function</b>	Water services for harbour operations
<b>Working hours</b>	Split shift pattern to suit operational needs Summer - (early shift 0900 – 1800) (late shift 1300 to 2200). Winter – single shift (0900 – 1800) £11.44 per hour

Queenborough Harbour Trust is a not for profit, Community Interest Company (CIC), managing a mixture of 200 swinging and walk ashore moorings in the swale, typically welcoming 6,000 visitors a year. We are looking for a Harbour Operative to join our enthusiastic and professional harbour team, supporting with the day to day running of the harbour operationally and administratively as well as being involved in its future development.

#### **Duties and Responsibilities**

- Delivery of the Harbour's daily trot boat operations
- Maintenance of the Harbour vessels
- Carry out maintenance on moorings and Harbour facilities
- Safety checks to the Harbour maintenance line
- Liaison with mooring holders and visitors, taking bookings, answer phone calls and reply to emails
- Other light admin duties
- Cleaning

#### **Experience Required**

- Using a powerboat in a commercial setting
- Using a computer
- Customer service
- Working in a team

#### **Qualifications Required**

- Level 2 Powerboat qualification
- Current VHF licence
- Valid First aid qualification
- ML5/ENG1 Medical

**Hours:** This is a position of an average of 33 hours per week, in a rota system that includes alternate weekends. At peak times there may be additional periods to cover for leave and sickness as required.

**How to Apply:** Apply with CV and covering letter to :

Email: [admin@queenborough-harbour.co.uk](mailto:admin@queenborough-harbour.co.uk)

Post: Queenborough Harbour Trust CIC, South Street, Queenborough, Kent, ME11 5AF,

Deadline for applications is **9<sup>th</sup> February 2024**