



Job Title	Seasonal Harbour Operative
Responsible to	Harbour Manager
Function	Water services for harbour operations
Working hours	Variable shift to cover harbour operations from 0900 to 2200 hrs during peak season (April to September). Nine hours per day.

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 with a commercial endorsement
- Current VHF licence
- Valid First aid qualification
- ML5/ENG1 Medical

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

There may be potential further work with the Trust from September and the ability to undergo an apprentice scheme with the Harbour.

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

Email: admin@queenborough-harbour.co.uk

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

Deadline for applications is **Friday 10th March 2023**