



Seasonal Berthing Officer

Team: Harbour Team

Reporting to: Lead Patrol Officer

Location: The Harbour Office, Itchenor /on water

Employment Type: Seasonal, part-time

Duration: April - October

Hours per week: weekends /variable hours

Salary/ Pay: £14.18- £14.63 per hr (depending on experience)

Primary Purpose

To be the Chichester Harbour Conservancy representative on the hard and jetty at Itchenor

Job Summary

- Coordinating activity on the Itchenor jetty, including managing bookings, collecting harbour dues and visitor berthing fees.
- To represent the Harbour Master in a professional public facing role, providing information and assistance to harbour users.
- Assisting vessels and tenders using the Itchenor jetty.

Key Responsibilities

- Providing advice and assistance to boat owners and members of the general public.
- Checking that vessels are displaying harbour dues plaques.
- Ensuring that vehicles are not left on the hard.
- Responding to VHF radio calls.
- Taking car park payments.
- Assist Patrol Officers with preparation of harbour craft.
- Accompany members of the patrol team on harbour plaque checks.
- Accompany members of the patrol team on outreach events around the harbour.
- Understudy Patrol Officers whilst undertaking patrol and other duties.

- The role involves physical duties including frequent manual handling, assisting vessels and tenders at the jetty, and supporting harbour operations.

Other

- To undertake any other reasonable duties or tasks as directed by the CEO.
- To comply with all CHC policies, including those relating to equality, dignity at work and conduct.
- To comply with all health and safety policies and procedures, take reasonable care of their own health and that of others and report hazards, incidents and unsafe practices in accordance with the safety management system.
- To drive forward a positive culture of continuous improvement.
- Variable start and finish times, including early mornings, late evening and weekends – dependant on demand.
- To wear the designated uniform and maintain a smart, professional appearance at all times.

Location and Working Pattern

- Working from The Harbour Office, Itchenor.

Person Specification

Essential

- RYA Level II Power Boating certificate or higher
- RYA VHF Radio Operators Licence
- RYA First Aid Certificate (Or equivalent)
- Strong communication skills with a friendly and confident demeanour
- Customer service skills
- IT literate and good level of numeracy and literacy
- Flexible and proactive with positive attitude
- The ability to work as part of a team
- Good understanding of boating.

Desirable

- Valid UK driving licence
- Thorough knowledge of the international Regulations for the Prevention of collisions at sea
- RYA Advanced Power boat
- Commercial endorsement
- RYA Safety Boat
- RYA Sea Survival Certificate
- RYA shore-based theory course – Day Skipper or higher
- Arbitration and conflict resolution skills
- Excellent boat handling skills
- Experience of working on the water
- Good knowledge of Chichester harbour
- Good knowledge of the roles and responsibilities of Chichester Harbour Conservancy
- Good knowledge of the Chichester Harbour Byelaws

Reporting Structure

- Reports to: Lead Patrol Officer
- Reports on: No direct reports

Benefits

- Employee benefits scheme
- Local benefits.