

# BANGOR

## MARINA

### VACANCY FOR BERTHING MASTER (FULL-TIME)

At boatfolk, we're creating great places for everyone that wants to be in, on, under or by the water. We're on a mission to get more people to have fun afloat and taking care of the seas, creating a vibrant community of boaters. For now, and for the next generation.

We operate Bangor Marina and Harbour under a management operating agreement with Ards and North Down Borough Council.

Bangor Marina is the largest marina in N. Ireland and in addition to its resident customers, it attracts over 1000 visiting boats each year from all over the world. Several sailing and public events are based on the marina and seafront each year. The Harbour supports the activities of several fishing vessels and other visiting craft.

#### JOB DESCRIPTION:

**Position** – Berthing Master (Full Time)

**Location** – The successful candidate will be part of a team of berthing masters operating at Bangor Marina and Harbour – Northern Ireland.

**Working Environment** – primarily outdoors, ashore and afloat.

**Probationary Period** – Starting a new job can be challenging and the successful candidate will be subject to the satisfactory completion of a probationary period, which is normally three months.

The successful candidate will be part of a team operating the Harbour and Marina 24 hours a day, 7 days a week, by means of a rotational 12 hour shift system.

Working on a 12 hour rotational shift system means that the successful candidate will be required to work day and night shifts as well as during weekends, bank holidays and public holidays.

**Duties** – The post holder will be responsible to the Harbour Master for the provision of a wide range of services. The main duties include, but are not limited to, the following:

- Ensuring the Harbour Estates including the marina operate in a safe manner.
- Repairs and maintenance including power washing, painting ashore and afloat, the removal of debris ashore and afloat. Maintaining facilities and equipment in a clean tidy and safe condition.
- Safe operation of the Marina / Harbour workboats.

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- Allocation of berths, managing and recording vessel movements within the Marina and Harbour, and providing services including electricity.
- Raising invoices and processing payments use the Harbour Assist programme.
- General reception duties. Providing exceptional levels of customer care.
- Communicating with vessels using VHF radio.
- Dispensing and receiving fuel. Maintaining sales records and safety procedures.
- Safety of vessels, particularly in adverse weather.
- Maintaining accurate records - incidents, movements & safety information with reference to handing over to the next shift.
- Conforming to the responsibilities imposed on employees in connection with Health & Safety and the Port Marine Safety Code.
- Control of public access on the site, and site security
- Assistance with event management, on site as required.

These details are intended to give a general guide to the responsibilities of the post. Due to the nature of the business the responsibilities may from time to time be expanded and the successful candidate must accept that a degree of flexibility may be required. Uniform and protective clothing will be supplied as will a personal lifejacket.

### PERSONNEL SPECIFICATION:

#### Essential

1. Applicants must be eligible to work in the United Kingdom.
2. The ability to speak English is essential to performing this job
3. Due to the nature of the business applicants must be fit, sober, well presented, courteous and helpful. Applicants must be reliable and honest.
4. Applicants must have a good general knowledge of small craft and boat handling.
5. Applicants must have a "can do" attitude and have a flexible approach to the job.
6. Applicants must be able to work on their own initiative with a degree of professionalism. This is a physically demanding position.
7. Applicants must be practically minded and have maintenance experience including experience in using a pressure washer and painting.
8. Applicants must be prepared to complete a personal health questionnaire and undergo a health check if required.
9. Applicants must be capable of working days/nights/weekends/Bank Holidays/Public Holidays.
10. Applicants must be prepared to wear Company uniform clothing when on duty.

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11. Applicants must be competent using Microsoft Office and be willing to learn to use our Marina Management programme Harbour Assist. We endeavour to utilise technology as much as possible – with an ambition to go paperless in the not-too-distant future.
12. Applicants must have a valid driving licence.

### **Desirable**

1. Relevant, recent, and continuous full time employment experience in a marine environment.
2. Relevant and recent experience undertaking maintenance tasks.
3. The following qualifications and experience would be an advantage:
  - Boat Masters' Licence.
  - VHF Operators' Certificate.
  - RYA Certificate.
  - First Aid Certificate.
  - Ability to swim.
  - Local nautical knowledge.

Applicants must demonstrate on their application form how they meet the requirements of the post. It should be noted that the above criteria may be enhanced to facilitate shortlisting.

We are an equal opportunity employer, and all applicants receive fair and equal treatment based on merit. A no-smoking policy is in operation in the office environment.

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**IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES ALL APPLICANTS REGARDLESS OF COMMUNITY BACKGROUND, RACE, DISABILITY OR GENDER.**

APPLICATION FOR EMPLOYMENT AS

**BERTHING MASTER (FULL TIME) REF: MAY 2022**

SURNAME \_\_\_\_\_

FIRST NAME INITIALS: \_\_\_\_\_

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY, AS FAILURE TO COMPLY WITH THEM MAY LEAD TO YOUR APPLICATION BEING REJECTED

1. All sections of this form should be completed in your own handwriting, in black ink to facilitate photocopying. Application forms which do not contain all the information which has been sought may not be considered.
2. Where an advertisement specifies a qualification (academic, professional and/or vocational) 'or equivalent' the responsibility lies with the applicant to show how their qualifications meet the minimum standard specified.
3. For clerical and administrative posts, word processing and/or other computer skills may be tested, and the test results may be used by the Panel for short listing for interview.
4. Please **do not** include a Curriculum Vitae or reference with your completed form. No other additional information, apart from that which is requested in the format of the Application Form will be considered.
5. Please read the job description, terms and conditions and personnel specification carefully.
6. Closing date – completed application forms should be sent to the Bangor Harbour Master, Bregenz House, 5 Quay Street, Bangor before **1700 hrs** on **2<sup>nd</sup> June 2022**
7. **APPLICATION FORMS WHICH ARRIVE AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED**

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<b>SURNAME</b> _____	<b>INITIALS</b> _____
<b>ADDRESS</b> _____ _____ _____	
<b>POST CODE</b> _____	<b>TELEPHONE NO (HOME)</b> _____
<b>TELEPHONE NO (MOBILE)</b> _____	<b>NATIONAL INSURANCE No</b> _____

SUBJECTS PASSED IN GCE/CSE/GCSE OR EQUIVALENT	LEVEL ATTAINED	GRADE	YEAR	SUBJECTS PASSED (CONTINUED)	LEVEL ATTAINED	GRADE	YEAR

### FURTHER EDUCATION & QUALIFICATIONS (INCLUDING ANY IN PROGRESS)

TITLE OR SUBJECT OF DEGREE/DIPLOMA/CERTIFICATE OR OTHER QUALIFICATIONS	YEAR OBTAINED	EXAMINATIONS YET TO BE TAKEN

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### PROFESSIONAL QUALIFICATIONS (INCLUDING ANY IN PROGRESS)

Please state how your qualifications meet the criteria advertised. The shortlisting panel reserves the right to make the final decision in respect of equivalent qualifications.

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NAME AND ADDRESS OF PRESENT EMPLOYER	DEPARTMENT AND LOCATION OF POST
DATE OF COMMENCEMENT WITH THIS EMPLOYER:	

JOB TITLE: \_\_\_\_\_

REPORT TO (POST): \_\_\_\_\_

DATE APPOINTED TO CURRENT POST: \_\_\_\_\_

CURRENT SALARY: \_\_\_\_\_

NOTICE REQUIRED: \_\_\_\_\_

PRINCIPAL DUTIES OF CURRENT POST:

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**PREVIOUS POSTS (with present and past employers, please begin with the most recent)**

<b>NAME AND ADDRESSES OF EMPLOYERS</b>	<b>POSTS HELD AND BRIEF OUTLINE OF MAIN DUTIES</b>	<b>DATES OF TENURE AND REASON FOR LEAVING FROM -TO (MONTH AND YEAR)</b>
<p><b>Please account for any breaks in employment. You may use a continuation sheet if necessary.</b></p>		

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Please state how your employment experience to date is relevant to the criteria outlined in the advertisement

Please provide any other information which you consider to be relevant, including skills and expertise gained outside work

PLEASE TICK

Do you hold a current driving licence?  Yes  No

If you are related to any Company employee please state:

NAME: ..... RELATIONSHIP: .....



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Please give the reasons for any sickness absences from work lasting more than one week\*, or any medical condition which has required on-going medical attention for more than one month\* (\* in the past 3 years)

Do you have any current medical condition which may affect your ability to perform all the duties of the post as described in the Job Description?  Yes  No If YES please give details:

Have you ever been convicted of any criminal offence which is not a spent conviction under the Rehabilitation of Offenders (Northern Ireland) Order 1978? If so, please give details of the conviction and the sentence.

### REFERENCES

Please give the names and addresses of two referees, at least one of whom must be your present or most recent employer.  
Your present employer will be contacted only if you are considered for appointment.

1.

TELEPHONE NUMBER  
OCCUPATION

2.

TELEPHONE NUMBER  
OCCUPATION

### DECLARATION AND SIGNATURE

I understand that any candidate found to have given false information or to have wilfully suppressed any material will be liable to disqualification or, if appointed, dismissal.

I declare that the particulars given are to the best of my knowledge complete and accurate.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_