

	<b>JOB SPECIFICATION</b>
Job Title	<b>Seasonal Marine Assistant</b>
Role & Purpose	To assist with the daily tasks relating to harbour activities and ensure that marine visitors have a safe and enjoyable experience.
Background	<p>The THA is a not-for-profit community enterprise company, limited by guarantee, with a remit to manage Tobermory Bay on behalf of the community.</p> <p>The THA manages floating pontoons and mooring buoys which enable local and visiting sailing vessels, yachts, diving and charter boats to make use of the shoreside facilities. A dedicated Passenger Landing Pontoon caters for passengers landing from the 30 Cruise Ships who visit Tobermory per annum.</p>
Date of Appointment	2 <sup>nd</sup> April 2018
Relationships	<ul style="list-style-type: none"> <li>• Reporting to the Harbour Master</li> <li>• Working largely with marine visitors to Tobermory</li> <li>• Responsible for developing and maintaining excellent working relationships with local community stakeholders and THA clientele.</li> </ul>
Main Duties	<p>The Marine Assistant will be responsible for:</p> <ul style="list-style-type: none"> <li>• Working closely with THA staff.</li> <li>• Assisting with all aspects of boat traffic, including public liaison, fee collection, port safety and security</li> <li>• Welcoming marine visitors</li> <li>• Cruise ship duties</li> <li>• General maintenance around the marine and shore-side facilities</li> </ul>
Salary	£16,500 per annum pro-rata. 37.5 hours per week (will include regular weekend work)
Job Status	This is a 6-month fixed term contract.

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PERSON SPECIFICATION		
The THA is looking for a highly motivated and capable individual to develop and enhance one of Scotland's most iconic harbours and make a lasting contribution to Tobermory the wider community of Mull and Iona.		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>No specific formal qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>Valid driving licence.</li> <li>Some IT skills</li> <li>Boat handling experience or powerboat qualification (some training can be given)</li> <li>First Aid</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>Previous Customer Services/Public Relations experience, preferably in the tourism sector</li> <li>Outdoor work</li> <li>Cash handling</li> </ul>	Some knowledge of : <ul style="list-style-type: none"> <li>Harbour or Marina environment</li> <li>Health &amp; Safety Risk Assessment</li> <li>Health &amp; Safety at work Acts</li> <li>Fire Safety regulations</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>Effective Communicator</li> <li>Team player</li> <li>Outgoing personality</li> <li>Willingness to undertake practical tasks</li> <li>Reasonable level of fitness to meet the demands of the job</li> <li>Willingness to learn</li> <li>Willingness to work outdoors</li> <li>Capable of working with minimal supervision</li> <li>A strong interest in community development</li> <li>Willingness to work unsociable hours</li> </ul>	<ul style="list-style-type: none"> <li>Local knowledge including Marine wildlife and Harbour life</li> <li>Knowledge of the geography of the West Coast</li> <li>Practical knowledge of boats</li> </ul>
Job Circumstances	<ul style="list-style-type: none"> <li>A rota of flexible working hours will be established.</li> <li>Work base is Tobermory Harbour</li> </ul>	

The THA is an equal opportunities employer and does not discriminate on the grounds of age, gender, race, religion or sexual orientation.

Please return the completed application to: email [Anne.Fraser@tobermoryharbour.co.uk](mailto:Anne.Fraser@tobermoryharbour.co.uk) or by post to Anne Fraser, Tobermory Harbour, Taigh Solais, Ledaig, Tobermory, Isle of Mull, PA75 6NR

**Closing Date for Applications: Before 5pm on 23<sup>rd</sup> February**

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 Brian Swinbanks (Chair) Allan MacLean (Vice Chair), John MacDonald (Vice Chair) Rory Forrester (Finance Director)