North Sunderland Harbour Commission
Harbour Assistant

Job Title:	**Harbour Assistant**
Job Statement:	To undertake the duties of Harbour Assistant at the North Sunderland Harbour and ensure the interests of the North Sunderland Harbour Commission are protected and represented at all times.
Reporting to:	Harbour Master on behalf of The North Sunderland Harbour Commission ("The Commission")
Place of Work	North Sunderland Harbour
Primary Duties:	**Assist the Harbour Master** • Undertake daily duties as set out by the Harbour Master. **Grounds Maintenance** • To be responsible for the presentation of the harbour and general maintenance. • To ensure the harbour is presented at its best at all times. • To sweep and keep tidy and free from debris all parts of the harbour as necessary. • To ensure Skip is regularly emptied. • To undertake the reactionary maintenance duties that are reasonable requested and expected. • To generally assist the Harbour users. **Security** • To react to and deal with, in accordance with agreed protocols, any breaches of security.
Other duties:	• To adhere to strict Health and Safety guidelines issued by the Commission and be responsible for own Risk Assessments when necessary. • To cover for other members of staff when reasonably requested to do so.

	• To perform any other duties that may reasonably be required from time to time. • To meet regularly with the Harbour Master to ensure that your roles & responsibilities are being carried out.
Hours of Work:	• 16-35 hours per week in accordance with the rota, produced from time to time. • It may be necessary to occasionally work additional hours, for which time off in lieu will be given.
Salary:	• £ 9.50 per hour • 28 days annual leave including Bank Holidays (pro rata for part-time hours)

Please contact the Harbour Clerk with a covering letter and CV or for an informal chat regarding the position of Harbour Assistant.

Email: accounts@nsh.org.uk
Tel: 07718 - 921983