



Job Description

Role	Shore Assistant
Organisation	Glenridding Sailing Centre
Contract Type	Full/Part Time Permanent
Base Location	Glenridding
Responsible to	Managing Director

Role Summary

To assist and support with the safe delivery of on-site activities.

To assist the Managing Director and Principal with the safe and efficient day to day running of the Centre.

Pay

Starting at £13.00/hr, depending on qualifications and experience.

Full Time Hours - core hours 0900-1700 5 days/week including weekends and bank holidays.

Seasonal/Part Time hours - core hours 0900-1700, days negotiable.

Employment Start Date to be discussed with the successful applicant.

Main Duties and Responsibilities

1. To be responsible for the hire of vessels to the general public, including safety briefing, distribution of buoyancy aids and other equipment and instructions on use.
2. To be responsible for safety cover for the Centre.
3. To launch and recover boats.
4. To assist with the maintenance and repair of vessels.
5. To assist with general maintenance and the upkeep of the Centre.
6. To assist with group activities and tuition when needed.

This job description should be seen as a guide to the main duties and responsibilities of this role and not as a permanent, definitive statement. The business will change and develop, and the duties and responsibilities may vary from time to time.

General Responsibilities (applicable to all)

1. To comply with all Company, Statutory, Regulatory and Mandatory Rules, Standards, Policies and Procedures.
2. To support and actively promote the values, beliefs and expected behaviours of the Company and the Group.
3. To perform other duties, from time to time, not detailed in this job description, which are reasonable in relation to your skills, ability and position in the Company.

Attributes	Person Specification
Education	<ul style="list-style-type: none"> • Appropriate levels of numeracy and literacy • Full UK driving licence • Relevant qualifications in the use of powerboats, safety boats, canoes and kayaks desirable
Experience	<ul style="list-style-type: none"> • Experience of working in an activity centre • Experience of delivering as part of a team • Experience of assisting with the delivery of outdoor events • Experience in instructing others in the use of equipment and vessels
Knowledge	<ul style="list-style-type: none"> • Good understanding of working in activity centres
Skills	<ul style="list-style-type: none"> • Good communication skills, both oral and written • Good interpersonal and organisational skills • The ability to work accurately with equipment and resources
Other	<ul style="list-style-type: none"> • Willing and able to travel to off-site locations • Flexible approach to work

IT Skills	Basic / Intermediate / Advanced
Microsoft Outlook Microsoft Word Microsoft Excel	<ul style="list-style-type: none"> • Basic • Basic • Basic
Training & Development	<ul style="list-style-type: none"> • On the job training tailored to the individual • Training on use of relevant equipment and systems