

JOB DESCRIPTION

SEASONAL HARBOUR STAFF

Part-time seasonal position providing information and assistance to users of the Harbour, Penmarlam Boat Park, and on the pontoons.

Key responsibilities include:

- Undertake on-the-water patrols to reinforce the safety of the Harbour, provide assistance to harbour users, maintain compliance to Harbour Byelaws, and undertake enforcement actions when required.
- Provide harbour users with the full range of harbour services, answer enquiries/complaints, provide information, take payments, and update the customer management database. This includes collection of harbour dues and visitor fees.
- Oversee safe use of slipway for launching and recovery (give advice/assistance/instruction where required).
- Oversee safe and correct mooring of vessels on the pontoon (give advice where required).
- Ensuring safe and correct parking of vehicles and trailers within the boat park.
- Keeping the boat park a safe and tidy environment for customers and staff alike.
- Assisting with the launching and recovery of boats.
- You will be required to work some weekends and evenings. (Although a rota will be provided in advance, there is a requirement to show flexibility in meeting the requirements of the day).
- You will be expected to conduct yourself in a manner suitable as a representative of the Harbour Master in all dealings with the public, maintaining a helpful, considerate, and polite manner.

About you:

- Committed to always delivering the highest standards of customer service.
- Self-motivated with a proven ability to work without supervision.
- Practical, resourceful and have a solution-based, common-sense approach to problems.
- Seamanship and good boat handling skills.
- A good understanding of recreational boating and harbour users.
- Strong communication skills with a polite and professional manner.
- The ability to work as part of a team.
- RYA Powerboat Level 2 qualification and a VHF Radio Licence desirable but not essential.

Competitive pay rate accompanies the post and will reflect experience.

CV to be sent to:

Mrs Sue Hastings

Office Manager

Fowey Harbour Commissioners

Harbour Office

Albert Quay

Fowey

PL23 1AJ

or email: admin@foweyharbour.co.uk

Closing date for applications: Wednesday 15th July 2026