

Portland Harbour Authority – Person Specification	
POST	MARINE WORKBOAT APPRENTICE

	ESSENTIAL	DESIRABLE
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• English</li> <li>• Maths</li> </ul>	<ul style="list-style-type: none"> <li>• C Grade/ Level 4 or above</li> </ul>
<b><u>Experience</u></b>	<ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Working Knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent working knowledge of Microsoft Office</li> <li>• Good working knowledge E-Mail based systems, in particular Microsoft Outlook</li> <li>• Interest in the Marine Industry</li> <li>• Knowledge of the Portland Harbour area and local activities</li> </ul>
<b><u>General Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and politely with other members of staff</li> <li>• Ability to work within a team</li> <li>• Ability to understand and follow procedures and policies</li> <li>• General awareness of Health and Safety issues and safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Experience/passion in being out on the water on leisure or commercial vessels</li> </ul>
<b><u>Personal and General Qualities</u></b>	<ul style="list-style-type: none"> <li>• Keenness and desire to work within a marine environment</li> <li>• Good timekeeping</li> <li>• Ability to obtain an ENG1 Medical Or RYA ML5</li> </ul>	<ul style="list-style-type: none"> <li>• 30 minutes travelling time from the Port</li> </ul>