



Thank you for your enquiry about the above positions.

The success of Corpach Marina, as a brand-new West Coast facility opening this summer, is going to be built around its reputation as a friendly, clean and well-run facility providing a great welcome to visitors and to seasonal berth holders from the marina team and the whole community. As such this is an exciting opportunity for the right candidates to be the welcoming and friendly face of Thomas Telford Corpach Marina (TTCM).

Please read the information below and if you would like to know more about the operation of Thomas Telford Corpach Marina (TTCM), a subsidiary of Caol Regeneration Co Ltd.,(CRC), then please visit www.corpachmarina.co.uk.

To apply for either post: please submit your CV with a covering email to Linda Campbell, Company Secretary of CRC, explaining why you are the right candidate for the position.

For any further information please get in touch with Linda by email on secretary@corpachmarina.co.uk or telephone 01379 700800.

Closing date for application : 31 May 2022 for both positions

Start date: ASAP following successful interview but no later than 20 June 2022.

1.THE POSITION	
Position Title	<i>Marina Manager (MM) & Assistant Marina Manager (AMM)</i>
Job Summary	The Marina Manager (MM) is responsible for the safe and efficient operation of the marina . Responsibilities include smooth running of the pontoons, berth utilisation, slipway activities, maintenance checks of facilities and pontoons, plus collection of fees and budgeting.
Organisational Structure	The MM is to be responsible to the board of TTCM (through a designated member of the board). MM will attend monthly board meeting to give a personal report to the Directors of Marina activities. The AMM to be responsible to the MM.

Key Accountabilities	<p>The duties and responsibilities for both positions are:</p> <ul style="list-style-type: none">• A welcoming and friendly face of TTCM and the community to all customers using our safe and well managed marine facilities.• Promoting the facility and maintaining high standards of professional service and work towards establishing the Marina's reputation for services and customer relations as exemplary.• Smooth running of the pontoons, when on shift, and to carry out the instructions from the Company.• Manage the smooth, safe, and efficient berthing of vessels on the pontoons, including visitors, local and chartered boats and dinghies and always maintaining high health, safety and environmental standards. Similarly manage activities on the public slipway.• Take reservations from incoming transient boaters via mobile phone, email and online, and keep track of all bookings using our online HARBA App booking tool.• Organise annual seasonal berth contracts, and ensure all transactions go through our online HARBA APP. Records are kept organised and up to date, including email correspondence.• Operate marine band radio and make radio communication with boaters (incoming transients) and provide berth allocations. Training and certification will be provided.• Manage Winter Storage applications and bookings and payments via our HARBA APP• Ensure collection of all fees due to TTCM, manage the Marina Manager's budget and accurately account for all of these to the CRC secretary and the board.• Responsible for overall facility building management (except for the area within the coffee shop).• Arrange contracts for essential services such as electricity, telephony/WiFi, lighting and electrical repairs, building repairs and maintenance, these contracts to be subject to prior board approval.• Keep the building facilities and shore facilities to the highest standards of cleanliness, and supervise the safe use of the facilities by visitors. Detailed arrangements, including cleaning of shared areas, to be defined and agreed between the MM, coffee shop supervisor, and TTCM board members.• Keep the Pontoons and the surrounding area (e.g., car park, slipway, shrubbery) to a high standard of safety, cleanliness and tidiness at all times.
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<p>Key Accountabilities Cont.</p>	<ul style="list-style-type: none"> • Manage waste and recycling disposal service, keeping bin areas clear and tidy. • Make maintenance and safety checks to the pontoon and shore facilities as required by the TTCM Operations Manual and the Company. • Implement, tactfully, the Marina Rules and Operational Procedures of TTCM as detailed in the Marina Handbook T&Cs. • Monitor and implement all Health and Safety aspects of TTCM's operations, maintaining up to date and accurate Health & Safety records, including written site and job Risk Assessments. • Manage and promote the environmental standards of the marina in line with the "Green Blue" initiative of the RYA and British Marine. • Undertake any training appropriate to the position. • When required, support the Company with other projects within your skill set, for example promotional and community events.
<p>Internal & External Interaction</p>	<p>Key relationships internally:</p> <ul style="list-style-type: none"> • The MM must attend and present a brief written report (on a variety of matters including for example, volume of business, revenue generated, maintenance and all Health and Safety matters) to the TTCM board at its monthly meeting, responding to directors' questions as necessary. • Manage and support any other staff, contractors and volunteers, approved and appointed by the board, that offer their skills and time to help with any aspect of the Company's affairs. • Supervise and support all other personnel working for, volunteering (including when directors volunteer), or contracted to TTCM (applies to Marina Manager position only) <p>Key relationships externally:</p> <ul style="list-style-type: none"> • Offer advice to berth holders and slipway/berth visitors, and be available at agreed and published times of the day (usually to welcome them in the early evening and say goodbye in the morning).

2. PERSON SPECIFICATION	
Key Skills & Attributes	<p>For both posts we are looking for someone who is flexible, positive, with high standards and good interpersonal skills to ensure good communication with other staff, volunteers and general public.</p> <p>Working as part of the team and going the extra mile for our customers and the community will be second nature to you.</p> <p>Ideally you will live in the local area, be easily reachable in an emergency and have some experience with boats. However, being willing to learn is more important as training will be given.</p> <p>You must have a clean driving license.</p>
Terms & Conditions	<p>Hours of work are split between summer (1st April to 31st October) and winter seasons (1st November to 31st March)</p> <p>The minimum contracted hours of work for the summer season will be 5 hours per day, 7 days a week, shared between MM and AMM, with the MM doing 5 days and the AMM doing 2 days. The share can be adjusted by agreement - 4/3 for example.</p> <p>The minimum contracted hours for the winter season are 1 hour per day, for safety inspections and maintenance plus two periods of maintenance, at a time and quantum to be agreed, but which are usually around 40 hours work in total. During the busy part of the season or as workload demands and finances allow, the hours may be extended by employer/employee agreement.</p> <p>Pay: Proposed Hourly Gross Pay Rate, depending on relevant skills:</p> <ul style="list-style-type: none"> • MM = £13.50 per hour. • AMM = £12.50 per hour. • Payment will monthly in arrears through the PAYE system • Holiday pay, Sickpay, Pension provisions and other such employment conditions will all be according to government guidelines or employment law. <p>All terms and conditions will be agreed with the successful candidate and laid out in a written contract of employment.</p> <p>All applicants must be eligible to work in the UK.</p> <ul style="list-style-type: none"> • Start date ASAP following successful interview but no later than 20 June 2022.