



## PERSON SPECIFICATION

**JOB TITLE:** Harbour Foreperson

**DATE:** February 2026

**LOCATION:** Kilkeel Harbour

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Attainments	GCSE English Language and Mathematics at Grade C or equivalent or higher	<p>Time served or modern apprenticeship in relevant skill e.g. mechanical plant, diesel fitting, welding and fabrication, NVQ or equivalent</p> <p>Health and Safety Training e.g. CSR Yellow Card, IOSH or equivalent</p> <p>Fork Lift Operator certificate</p> <p>Basic food hygiene certificate</p>
Relevant Experience	<p>Experience of operating and maintaining mechanical plant/facilities e.g. compressors, winches</p> <p>Experience of cleaning and maintaining property (buildings, roads etc.)</p> <p>Team working experience</p>	<p>Experience of repairing mechanical plant and equipment</p> <p>Experience of Health and Safety procedures in an operational environment e.g. building site or factory or fishing vessel</p> <p>Fork Lift operation experience</p> <p>Experience of working in a marine or harbour environment</p> <p>Experience of winch and cradle slipway working.</p> <p>Knowledge / experience of Microsoft applications, Word, Excel and Outlook</p>

Abilities	<p>Proven ability to organise and lead a small team in the workplace</p> <p>Able to communicate clearly both in oral and written formats and to follow instructions</p> <p>Ability to keep basic written records, solve routine problems and to work on own initiative with minimum of supervision</p> <p>Ability to deputise effectively for the Harbour Master in his absence and to support him in the day to day running of the harbour</p>	Ability to handle basic accounts
Personal Qualities	<p>Honest and dependable person who is willing to undertake the direction of a small team completing a diverse range of daily tasks</p> <p>Good health and physically fit for outdoor work in all weather conditions</p> <p>A self-motivated individual who will adopt a customer focused approach and have a good relationship with people</p> <p>Willing to undergo relevant training and learn new skills</p>	
Personal Circumstances	<p>Flexible approach to working hours</p> <p>Ability to provide 'on call' cover and to work additional hours at short notice during the week or weekends</p> <p>A full current driving licence which is valid in the UK.</p> <p>Access to a form of transport (appropriately maintained and insured) to enable requirements of the post to be met</p>	

Conditions:

- NIFHA reserves the right to carry out assessment testing if deemed necessary for some or all of the above Job Specific Competencies/Abilities.
- Only applicants who demonstrate clearly on the application form that they have the required level of qualifications and experience will be considered for the next stage of the process.
- The successful applicant will be required to provide evidence of their qualifications and training.
- Before commencing duties the successful candidate will be required to produce evidence of eligibility to work in the UK.