



## PERSON SPECIFICATION

**JOB TITLE:** Harbour Foreperson

**DATE:** May 2026

**LOCATION:** Kilkeel Harbour

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

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.