



INFORMATION FOR CANDIDATES

Appointment of Administrative Officer (12 hours per week) Salary c £5,250 pa depending on experience

GHT wishes to appoint a part-time Administrative Officer (12 hours per week) to take charge of its administrative functions. Candidates must have a good knowledge of Microsoft Word and Excel and considerable experience of dealing with routine correspondence, writing reports, organising Board meetings and preparing minutes. It is important that candidates are able to work on their own initiative without day-to-day supervision. As part of the job will involve providing assistance to the Finance Officer, some experience of simple accounting procedures would be useful, but not essential.

The Administrative Officer will work 12 hours per week over three sessions to be negotiated with the successful candidate. Any additional hours needed at peak periods will be paid at the appropriate hourly rate. GHT offers 5 weeks' annual leave pro rata, rising to 6 weeks after five years' service. The Trustees will also contribute an additional 15% of salary to a stakeholder pension on completion of an initial three-month probationary period.

GHT currently also employs a full-time Harbour Master and a part-time Finance Officer who works one day a week. Staff are based in a spacious modern office adjacent to the lock at Sharpness Dock. There is no public transport nearby so candidates must have access to their own transport.

Further information about the Gloucester Harbour Trustees can be found elsewhere on the website or potential candidates are welcome to ring GHT's office on 01453 811913.

Candidates should send their current CV with details of two referees and a covering letter setting out their suitability for this post to:

Rosemary Elsey, Administrative Officer, Navigation House, The Docks, Sharpness, Berkeley, GL13 9UD, or via email to rosie.elsey@gloucesterharbourtrustees.org.uk.

The closing date for receipt of applications is Monday 8 May 2017 and interviews will be held on Wednesday 17 May 2017.

JOB DESCRIPTION

POST: Administrative Officer and Clerk to the Trustees

BASED AT: Navigation House, The Docks, Sharpness, Berkeley GL13 9UD

REPORTS TO: Chairman and Trustees

Main responsibilities include:

- Servicing meetings of the Trustees in consultation with the Chairman by preparing and circulating the agendas and reports; preparing and circulating the minutes; implementing any decisions as appropriate
- Servicing any other meetings instigated by the Trustees when required
- Providing administrative support to the Finance Officer and assisting with routine entries on the Saga accounting system
- Assisting the Harbour Master with the administration of the pilotage service, including preparing routine invoices for pilotage and the issuing of pilots' licences and pilot exemption certificates
- Assisting the Finance Officer with the preparation of the Annual Report and Accounts
- Dealing with routine correspondence and answering phone calls
- Ordering office stationery and other supplies as required
- Regularly reviewing GHT's policy documents and making recommendations on any improvements or updating as required
- Keeping safe GHT's deeds, documents, official seal and register and maintaining GHT's filing system