



# BEAULIEU RIVER

## BUCKLER'S HARD YACHT HARBOUR

### JOB DESCRIPTION

#### Job Title

Marina & Boatyard Operative Apprentice (Level 2)

SALARY £26,500

#### Location

Buckler's Hard Yacht Harbour, Beaulieu River, Hampshire

#### Employer

Beaulieu Enterprises Ltd

#### Reporting To

Deputy Harbour Master

#### Apprenticeship Standard

Marina & Boatyard Operative Level 2

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#### Job Purpose

To support the day-to-day operation of Buckler's Hard Yacht Harbour and the Beaulieu River while undertaking a Level 2 Marina & Boatyard Operative Apprenticeship. The apprentice will gain practical experience in marina, harbour and boatyard operations, working alongside experienced colleagues to develop the knowledge, skills and behaviours required for a successful career in the marine industry.

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#### Key Responsibilities

Under supervision and as training progresses, the apprentice will:

## **Boatyard Operations**

- Assist with the lifting, washing, blocking, cross-bracing, storage and launching of vessels.
- Act as a visual monitor during boat hoist operations when appropriately trained.
- Assist with the stepping and unstepping of masts.
- Support the safe movement and storage of vessels within the boatyard.
- Carry out inspections of vessels stored ashore, particularly during periods of adverse weather.
- Ensure blocks, shores, wedges, and equipment are stored safely and correctly.
- Assist with maintaining a safe, organised, and efficient working boatyard.

## **Marina and Harbour Operations**

- Assist with the berthing, moving, and handling of vessels within the marina and harbour.
- Support river patrol activities to help ensure safe navigation and compliance with the Port Marine Safety Code.
- Assist customers arriving and departing from berths.
- Help maintain marina pontoons, facilities, and equipment to a high standard.
- Assist with fuel berth operations and harbour dues collection where required.
- Learn how marina and harbour operations are managed safely and efficiently.

## **Maintenance and Site Operations**

- Assist with the maintenance, repair, and servicing of moorings, pontoons, and associated equipment.
- Carry out routine inspections of marina and boatyard facilities.
- Maintain high standards of housekeeping throughout the marina, boatyard, and harbour estate.
- Report defects, hazards, and maintenance requirements to the Deputy Harbour Master.

## **Customer Service**

- Provide a professional, friendly, and helpful service to berth holders, visitors, contractors, and river users.
- Assist customers with enquiries and marina services.
- Contribute to maintaining the excellent reputation of Buckler's Hard Yacht Harbour.

## **Health, Safety, and Environmental Responsibilities**

- Always Work safely and comply with company Health & Safety policies.
- Participate in risk assessments, toolbox talks and safety briefings.
- Support environmental and sustainability initiatives across the marina and boatyard.
- Report accidents, incidents, near misses and unsafe practices immediately.
- Assist in ensuring contractors and visitors comply with site safety procedures.

## Apprenticeship Responsibilities

- Attend all apprenticeship training sessions and assessments.
- Complete coursework, assignments, and workplace evidence requirements.
- Develop the knowledge, skills, and behaviours outlined within the Marina & Boatyard Operative Level 2 Standard.
- Demonstrate a commitment to continuous learning and personal development.

## General Duties

- Undertake any other duties appropriate to the role as requested by the Harbour Master or Deputy Harbour Master.
  - Act as an ambassador for Buckler's Hard Yacht Harbour and Beaulieu Enterprises Ltd at all times.
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## PERSON SPECIFICATION

### Essential

- Enthusiastic and willing to learn.
- Interest in the marine industry and boats
- Reliable, punctual, and hardworking.
- Good communication and customer service skills.
- Ability to work effectively as part of a team.
- Physically fit and capable of undertaking outdoor manual work.
- Comfortable working outdoors in all weather conditions.
- Able to swim.
- Positive attitude towards health and safety.
- Two GCSE passes or equivalent
- Over 18yrs of age

### Desirable

- Full UK Driving Licence.
  - Experience of boating
  - Basic practical or mechanical skills.
  - RYA Powerboat qualifications.
  - First Aid qualification.
  - VHF Radio Operator's Certificate.
  - Previous customer service experience.
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## What We Offer

- Level 2 Marina & Boatyard Operative Apprenticeship qualification.
- Structured on-the-job training and mentoring.
- Experience across marina, harbour, and boatyard operations.
- Opportunity to gain industry-recognised marine qualifications.
- Competitive salary.
- Unique working environment on the Beaulieu River within the New Forest National Park.
- Potential future career opportunities within the marine sector.