



ADUR & WORTHING  
COUNCILS  
Environmental Services

## Person Specification

<b>Authority:</b>	ADC/WBC	
<b>Directorate:</b>	Economy	
<b>Section:</b>	Parks and Foreshore	
<b>Post Title:</b>	Coastal Warden	
<b>Post Number:</b>		
<b>Accountable to:</b>	Senior Coastal Warden	
<b>Management responsibility for:</b>	N/A	
<b>Authority to liaise with:</b>	<p><u>Internal</u></p> <ul style="list-style-type: none"><li>• All cross department A&amp;W employees.</li><li>• Elected members.</li></ul> <p><u>External</u></p> <ul style="list-style-type: none"><li>• General Public and Community groups</li><li>• Anglers &amp; beach boatmen</li><li>• Other district Foreshore stations</li><li>• RNLI &amp; Royal yachting association (RYA).</li><li>• Maritime &amp; Coastguard Agency (MCA)</li><li>• Emergency Services (Police, Army, Ambulance and Fire &amp; Rescue)</li><li>• Environment Agency &amp; Southern Water</li><li>• Inshore fisheries &amp; conservation authority (IFCA)</li><li>• Marine conservation society (MCS)</li><li>• Contractors</li><li>• Non - Government Organisations</li><li>• Government agencies</li><li>• Street community</li><li>• Schools &amp; businesses</li></ul>	
<b>Area</b>	<b>Requirements</b>	
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"><li>• RYA level 2 Powerboat Certificate</li><li>• RYA VHF SRC certificate</li><li>• RYA Safety Boat certificate</li></ul>	<ul style="list-style-type: none"><li>• RYA powerboat level 2 &amp; PWC instructor</li><li>• Lantra/NPTC tractor driving certificate</li></ul>

	<ul style="list-style-type: none"> <li>• RYA PWC proficiency certificate</li> <li>• RYA or St Johns 1st Aid certificate</li> <li>• RYA Sea survival certificate</li> <li>• Full driving licence</li> <li>• Lantra ATV</li> </ul>	<ul style="list-style-type: none"> <li>• RYA advanced powerboat handling</li> <li>• CAT C &amp; C+E driving licence</li> <li>• Commercially endorsed (maritime)</li> <li>• Environmental or conservation qualifications</li> </ul>
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Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as appropriate)	<ul style="list-style-type: none"> <li>• Good all round knowledge of water pursuits and vessel types</li> <li>• Ability to efficiently operate VHF radio equipment</li> <li>• Experience in vessel handling &amp; rescue techniques</li> <li>• Safe understanding of Health &amp; Safety &amp; risk assessments</li> <li>• Supervising seasonal Beach patrol staff</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in operating 4x4 all terrain vehicles</li> <li>• Past experience in testing &amp; demanding outdoor environments</li> <li>• Past experience in issuing penalty notices for breaches in byelaw</li> </ul>
Skills		
Communication/ relationship	<ul style="list-style-type: none"> <li>• Possess good verbal, numerical, written and communication skills</li> <li>• Dealing confidently with the public &amp; demonstrating effective public safety</li> <li>• Able to work as part of a team or solo</li> <li>• Able to deliver informative presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Past experience in customer/public relations</li> <li>• Past experience in delivering presentations</li> </ul>
Analytical/ judgmental	<ul style="list-style-type: none"> <li>• Ability to exercise good judgement in enforcing &amp; advising the public regarding bye-laws &amp; PSPO's</li> <li>• Able to 'think quick' in unplanned situations</li> </ul>	
Planning/ organisational	<ul style="list-style-type: none"> <li>• Able to build effective working relationships in the workplace</li> <li>• High personal admin &amp; presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in organising own workload and working deadlines</li> </ul>

IT	<ul style="list-style-type: none"><li>• Must be competent in the use of IT systems &amp; software including Google Suite &amp; Microsoft</li></ul>	<ul style="list-style-type: none"><li>• Previous knowledge of working with Google, Power Point &amp; Excel</li></ul>
Physical	<ul style="list-style-type: none"><li>• Able to achieve and maintain Marine Medical Standards (ML5 Medical Certificate) &amp; possess an effective level of fitness able to meet challenging situations such as swimming, lifting and bending.</li></ul>	<ul style="list-style-type: none"><li>• Hold an in date ML5 medical certificate</li><li>• Member of sporting/physical club(s)</li></ul>
Abilities		
Mental	<ul style="list-style-type: none"><li>• Commitment to helping deliver a high quality Foreshore &amp; water safety service</li><li>• Confident, flexible, team worker, committed &amp; self motivated</li></ul>	<ul style="list-style-type: none"><li>• Past experience in making quick &amp; effective decisions</li></ul>
Emotional	<ul style="list-style-type: none"><li>• Enthusiasm for the UK coastline</li><li>• Passionate in tackling marine pollution</li><li>• Display a professional &amp; approachable manner at all times</li></ul>	<ul style="list-style-type: none"><li>• Member of a conservation group or charity</li><li>• Hold a mental health 1st aid certificate</li></ul>
Working conditions	<ul style="list-style-type: none"><li>• Must be prepared to respond to out of hours calls according to the needs of the service.</li><li>• Must be prepared to work additional hours in emergency situations.</li><li>• Must be able to work outdoors for long periods in all weather conditions.</li></ul>	
<b>Other:</b> Must be able to work regular weekends and public holidays according to the needs of the service and shift pattern.		



