



## Applications and Nominations Sought for the Littlehampton Harbour Advisory Body

### Littlehampton Jet Ski Club Representative

The Littlehampton Harbour Board seeks nominations for its stakeholder group – the ‘Littlehampton Harbour Advisory Body’.

As a Trust Port, Littlehampton Harbour has no shareholders. Instead, we have a large and diverse group of stakeholders who have an interest in the Port and its future.

The Advisory Body has been established as part of the Board’s commitment to improve relations with its stakeholders and ensure that all stakeholders and user groups are given an equal platform from which to voice their views for the betterment of Littlehampton Harbour.

In line with the Ports Good Governance Guidance, the Advisory Body will comprise a wide range of stakeholders with an interest in the Harbour and will provide a forum for consultation on significant Board decisions.

Members of the Advisory Body will be required to demonstrate a thorough understanding of the user groups they represent and must have a mandate to speak on behalf of those groups, which have been identified as follows:

- Emergency services, permanent search and rescue organisations and civil contingency partners
- Seasonal safety staff
- Representatives of the Precepting Authorities
- Local community and/or business and enterprise groups
- Environment groups
- Local mooring providers
- Youth Training Organisations
- Commercial Fishermen
- Passenger carrying operations
- Larger commercial traffic
- Harbour landowners
- Leisure marine sailors and user groups

The Advisory Body shall meet a minimum of twice a year and shall promote positive and approachable attitudes amongst all users to create a better sense of community and understanding within Littlehampton Harbour.

Self-nominations are sought from individuals who feel they are able to meet the requirements set out in the role and person specification. Nominations are also sought from key stakeholder organisations/user groups on behalf of suitable individuals.

For further information on the role please contact the Clerk, Maria Smart at [clerk@littlehampton.org.uk](mailto:clerk@littlehampton.org.uk). To apply for the role please provide a CV and covering letter outlining how you meet the criteria set out in the person specification.

The closing date for applications is **Wednesday 22nd May** and shortlisted applicants will be required to attend an interview; date to be agreed. The interview panel will include Harbour Board and Officer representation and an Independent Member.



- Role Title:** Advisory Body Member – Littlehampton Jet Ski Club
- Responsible to:** The Littlehampton Harbour Advisory Body  
The Littlehampton Harbour Board and its stakeholders
- Remuneration:** Unpaid/Voluntary role
- Time Commitment:** Approximately 15 hours per year comprising attendance at a minimum of two Advisory Body meetings a year (although likely to be more) and the Littlehampton Harbour Annual General Stakeholder meeting.
- Term of Office:** Three years. Members can potentially serve a maximum of three, three-year terms of office (i.e. 9 years total) depending on their contribution and the Advisory Body's skills and experience requirements.
- Exclusions:** In line with the Terms of Reference for the Advisory Body, people are not permitted to be a member if they have an unspent criminal conviction or are an undischarged bankrupt.

**Purpose of the Role:**

- To represent the interests and views of a particular user/stakeholder group
- To consider views and interests of other users/stakeholders in forming balance judgements on issues concerning Littlehampton Harbour.
- To act as a communication channel between the Littlehampton Harbour Board and stakeholders.
- To fully participate in meeting of the Littlehampton Harbour Advisory Body.

**Main Duties:**

- To be accessible to and representative of a user or stakeholder group.
- To communicate, consult and gather the collective opinion of stakeholders whom the post holder is representative of.
- Talk to stakeholders about their concerns and discuss and identify possible solutions.
- To act as a sounding board for the Littlehampton Harbour Board, informing the development of strategies and business proposals.
- To act as a conduit between the Advisory Body and user and stakeholder groups on all matters substantially affecting the management, maintenance, improvement, conservation, protection or regulation of the harbour and its navigation
- Establish and report on stakeholder opinion on the services delivered by the Harbour Board.
- To promote positive and approachable attitudes amongst all harbour users to create a better sense of community and understanding within Littlehampton Harbour.
- To participate in an annual review of the performance of the Advisory Board to ensure it is operating to maximum effectiveness.
- To undertake such training and induction as required to carry out the role.

*Littlehampton Harbour Board is committed to the principles of equality and diversity and welcomes applications from all sections of the community*



**Littlehampton Harbour Advisory Board  
Person specification for Advisory Body Member**

<b>ADVISORY BOARD MEMBER PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge, Expertise and Experience</b>		
Evidence of an interest and commitment to the betterment of Littlehampton Harbour	✓	
Sound knowledge of the views of the stakeholders and user groups whom they represent	✓	
Ability to maintain independence of judgement	✓	
Ability to quickly analyse complex problems and present information in a clear and compelling way		✓
Proven experience of working influentially across either the public, private or voluntary sectors		✓
Knowledge of (or a commitment to gaining knowledge of) the role, remit, powers and duties of the Littlehampton Harbour Board as defined in legislation	✓	
<b>Skills/Competencies</b>		
Strong interpersonal and communication skills, including an ability to communicate effectively at meetings and with user and stakeholder groups	✓	
Team working skills, and in particular an ability and positive attitude to working effectively with other Advisory Body Members, stakeholder groups and the Littlehampton Harbour Board and Officers	✓	
Demonstrate impartiality, fairness, inclusiveness and ability to respect confidences	✓	
Experience and practical ICT skills including Windows, Word, Excel and the Internet	✓	
<b>Other</b>		
Ability to meet eligibility requirements for the role	✓	
Ability to attend stakeholder meetings and the Littlehampton Harbour Board Annual General Stakeholder meeting.	✓	