Dear Applicant,

**Seafront Seasonal Staff Vacancies 2015**

Thank you for your recent enquiry regarding our staff vacancies for the summer season.

The seafront office is responsible for many aspects of the seafront and beaches including a very well respected life guarding team, our famous 1500 seater Bandstand, Deckchair concession, 85 Beach Huts and 90 Beach Chalets, Watercraft berths and many more facilities.

The seafront is Eastbourne’s main attraction and shop window to the resort. The Seafront is a friendly, diverse and exciting place to work. The team is dedicated and customer focused, ensuring that everyone visiting the seafront and beaches has a safe and exciting time.

Please find enclosed the following documents:

- Job description and person specification
- Application form
- Equal Opportunities Monitoring form

If you would like to apply for a position please read through the job description and person specification and then complete the application and equal opportunities monitoring form, and return to me at the address below. We will only be in contact with you if you are selected for a interview, we have several intake dates spread over the summer season.

If you have any queries, please do not hesitate to contact the Seafront Office.

Yours sincerely

Phillip Oakland
Seafront Manager
EASTBOURNE BOROUGH COUNCIL

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POST TITLE:</th>
<th>SIA Door Staff</th>
<th>GRADE:</th>
<th>Casual</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Tourism &amp; Enterprise</td>
<td>PAY:</td>
<td>£11.50ph</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Bandstand &amp; Seafront</td>
<td>HOURS:</td>
<td>No guaranteed</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Seafront Services</td>
<td>REPORT TO:</td>
<td>Duty Manager</td>
</tr>
</tbody>
</table>

MAIN PURPOSE OF JOB:

1. Ensuring the safety and security of the venue and the staff and customers within it.
2. To ensure that the people entering the premises are legitimate customers and the venue does not breach its overall capacity.
3. Ensuring customers are not carrying prohibited items such as alcohol, weapons or drugs when they enter the premises.

Key Tasks:

- Must be able to work when required at Eastbourne Bandstand or any other venue operated by Eastbourne Borough Council. Hours are mainly evenings; however we may also need SIA door supervisors to work during the daytime and during the week.

- Door staff will be expected to wear black skirts or trousers, white blouses or shirts, black coat or jacket and black shoes.

- Managing crowds to avoid crushing and queue jumping.

- Patrolling inside and outside the venue, watching people's behaviour and dealing with conflict.

- Restraining and escorting people out of the venue, if necessary.

- Dealing with emergencies.

- Supervising people as they leave the building.

- Co-operating with the police, first aiders and management.

- To promote high levels of customer care and to lead by example

- Act fairly and not discriminate on the grounds of gender, sexual orientation, marital status, race, nationality, ethnicity, religion or beliefs, disability, or any other difference in individuals which is not relevant to the Door Supervisors responsibility.

- Ensure that non-smoking policy is upheld, by patrons.

Please note that staff may not smoke on duty.
2. General Conduct.

- Never solicit or accept any bribe or other consideration from any person.
- Not drink alcohol or be under the influence of alcohol or drugs.
- Not display preferential treatment towards individuals.
- Never abuse his/her position of authority.
- Never carry any item which is or could be considered to be threatening.
- Report all incidents to the management.
- Co-operate fully with members of the Police, Local Authority, Security Industry Authority, and other statutory agencies with an interest in the licensed premises or the way they are run.

Miscellaneous

To ensure all staff comply with health and safety regulations and that normal operating and emergency action procedures are followed.

To promote equality of opportunity in service delivery in all aspects of the role in line with corporate policies, training and procedures.

To promote a culture within the Division which is supportive of the Council’s purpose, aims and values, and to take all reasonable steps to maintain good employee relations.

To ensure high levels of communication are maintained with other seafront attractions, facilities and contractors.

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Prepared by: Phillip Oakland – Seafront Manager
Date: March 2014
### EASTBOURNE BOROUGH COUNCIL

### PERSON SPECIFICATION

<table>
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<tr>
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1. **QUALIFICATIONS & TRAINING**

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>SIA licence</td>
<td>First Aid</td>
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2. **SKILLS & ABILITIES**

<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Customer care</td>
<td>Ability to work within a team</td>
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<td>Must speak clearly and communicate information verbally in a clear manner.</td>
<td>Ability to work under pressure</td>
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<td>Be able to defuse potentially violent situations.</td>
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<td>Be able to make decisions quickly</td>
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3. **EXPERIENCE & KNOWLEDGE**

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<th>Desirable</th>
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<tbody>
<tr>
<td>Previous experience of working with the public.</td>
<td>Local area</td>
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<td>Health and safety regulations</td>
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<td>Licensing laws.</td>
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<tr>
<td>Supervisory skills</td>
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4. **LEGAL REQUIREMENTS**

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<td>Free from convictions (not spent)</td>
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5. **GENERAL REQUIREMENTS**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Smart appearance &amp; physically fit</td>
<td>Reside within commuting distance</td>
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<td>Working as and when required</td>
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<td>Able to present a positive image of the council</td>
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<td>Must be of a pleasant disposition and be able to relate well to all sections of the community</td>
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<td>Must be a responsible, reliable and honest person, able to uphold safety and other regulations.</td>
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*All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health & Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.*

**Prepared by:** Phillip Oakland

**Date:** March 2014
APPLICATION FOR
SEASONAL/CASUAL/TEMPORARY STAFF

Your application can only be considered if you complete this form. You should not send a CV (Curriculum Vitae) as an alternative to completing any section of this form. However, you may use additional sheets of paper if there is not enough space to enter the relevant information on any section.

Position applied for:

Title: First Name: Last Name:

Address:

Postcode:

Date of Birth: National Insurance Number:

Telephone Numbers (inc STD): Landline: Mobile:

Do you consider yourself disabled? ☐ yes ☐ no

The Council’s policy is that a disabled applicant who meets our selection criteria will be short listed for this post.

Do you have a full Driving Licence? YES / NO

Where did you see this vacancy? (Name of newspaper/Name of Website/Friends etc)

Eligibility to work in the UK

Do you need a work permit for this employment? ☐ yes ☐ no

Do you hold one of the following confirming eligibility to work? (Tick which applies)

☐ UK Birth Certificate ☐ Passport ☐ Work Permit ☐ Travel Documents

You will need to provide the relevant documents if asked at the interview

Name & Address of Present Employer/School/College/University:

Present Position:

Date Appointed: Present Wage:

Education

<table>
<thead>
<tr>
<th>Name of School, College or University</th>
<th>Date From</th>
<th>Date To</th>
<th>Courses Taken &amp; Examinations Passed</th>
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## Previous Employment

Please enter below details of all your past work, whether paid or unpaid, or work in a voluntary organisation.

<table>
<thead>
<tr>
<th>Date From</th>
<th>Date To</th>
<th>Employer Name &amp; Address</th>
<th>Position Held</th>
<th>Reason For Leaving</th>
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Any dates you are not available for work:

Any qualifications/training/added experience that you feel would be relevant to the job.

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### Are you related to a Councillor or Senior Officer of Eastbourne Borough Council

☐ yes  ☐ no  

If YES, please give their name and your relationship to them:

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### Has Eastbourne Borough Council previously employed you? YES / NO

If YES, please state dates and division worked for:

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All forms of canvassing will automatically disqualify candidates from appointment, i.e. you must not ask a Councillor or Senior Officer to use their influence to help you gain this job.

### Name & Address of referees from current/previous employers or school (if no previous employer)

1.  

2.  

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**FAILURE TO PROVIDE TWO REFEREES WILL DISQUALIFY YOUR APPLICATION**

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**Signature:**

**Date:**

The falsification or omission of any significant information can lead to disqualification from appointment, or if you are appointed, to eventual dismissal. You understand, in completing and signing this form, which the information supplied, will be processed and held as management information by the Council for a minimum period of six months.

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**EBC Start Date:**

**Position:**

**Rate Code:**

**Hourly Rate:**

**Payment Method:**

**Nature of Employment:** FULL TIME/PART TIME

**Contract Type:** SEASONAL/CASUAL/TEMPORARY

**Place of Work:** Seafront

**Pay Station:** T&L-Seafront

**Length of Employment:**

**Name & Post Title of Supervisor:**

**Name of Main Interviewer:**

**Signature:**

**Date & Time of Interview:**