

HNBC Navigation Officer - Job Description

Background information

The Navigation Officer is responsible for collating information regarding navigation from club members and Regional Co-ordinators, following up on members' reports to CRT and reporting to the committee issues that could be a concern to the club and the members.

TASKS

- 1 Although the Regional Co-ordinators are the main contact with the local waterways teams and Customer Service teams, it is important to co-ordinate some of the issues across regions such as vegetation, dredging, pinch points and to report on these nationally
- 2 To alert the committee to issues that are of significance
- 3 To provide a written report to each committee meeting of meetings attended and any navigation issues

SKILLS AND KNOWLEDGE

Computer literacy

- Able to use email and word processing software

Personal skills

- Work constructively with Regional Co-ordinators, waterways managers and other navigation authority staff
- Good interpersonal skills
- Discretion, especially where negotiations are on-going. If in doubt, guidance should be sought from the club Chairman or Secretary

Knowledge

- Extensive knowledge of the inland waterways system
- Know how to access data about original dimensions of waterways
- Have a good knowledge of the area from a boating viewpoint which is kept up to date through reasonably frequent navigation and / or local networking
- Knowledge and promotion of the club's Aims:
 - To encourage the preservation, restoration and use of working and ex-working narrow boats.
 - To promote the maintenance of the waterways system to a standard suitable to facilitate the navigation of such boats throughout the year.
 - To represent the interests of users of such boats in their dealings with all waterway authorities and other relevant organisations.
 - To promote awareness of historic narrow boats through an archive, website, newsletter and other activities.
 - To promote and campaign for the retention, and/or reinstatement, of appropriate traditional and historical waterway furniture, features and working practices.