**Administrator (Part Time)**
Fixed-term to 31st March 2025
£21,480 (pro rata, £12/hr, 20 hours per week)

**Visit Moray Speyside (VMS) are the Destination Marketing Organisation for Moray.**

**Are you passionate about your local area? Would you like to help showcase the best of what Moray & Speyside has to offer? Do you want to play a key role in supporting local businesses and helping our region's tourism sector thrive?**

We have an exciting opportunity to join Visit Moray Speyside, the organisation dedicated to promoting our region's breath-taking landscapes, rich heritage, and wonderful attractions. From our world-famous whisky distilleries to our stunning coastline, our historic castles and outdoor adventures, Moray & Speyside are regions like no other.

We're looking for an enthusiastic and organised Administrator to help us support the local businesses that make our visitor experience so special. Working with our dedicated team, you'll help coordinate vital support for local tourism businesses, assist with marketing initiatives, and play a key role in promoting our region to visitors from around the world. This is more than just an administrative role – it's an opportunity to be part of a small team that's making a real difference to our local economy and community.

**We're looking for someone who:**

* Takes pride in providing excellent administrative support and customer service
* Is naturally organised with great attention to detail
* Enjoys building relationships with local businesses and stakeholders
* Can juggle multiple tasks while maintaining high standards
* Has a genuine interest in promoting our beautiful region
* Brings a positive, can-do attitude to work
* Can work with initiative in a small team

If you're well-organised, enjoy working with people, and want to contribute to the success of Moray & Speyside's tourism sector, we want to hear from you. You'll be based at our offices at Forres Enterprise Park, working 20 hours per week with a competitive salary and the satisfaction of helping our region's tourism businesses flourish.

The role is available on a fixed term basis initially until March 2025, with the potential to go permanent and possible full time following a successful renewal ballot.

**Our Commitment to Inclusion:** At Visit Moray Speyside, we believe that diverse perspectives make us stronger. We actively encourage applications from candidates of all backgrounds, ages, and experiences. We're committed to creating an inclusive workplace where everyone can thrive and contribute to our region's success. We welcome applications from people returning to work, career changers, and those looking for flexible working arrangements. Our recruitment process can be adjusted to accommodate any specific needs.

We assess candidates based on their capabilities and potential, not just their previous experience. If you're enthusiastic about our region and have the core skills we're looking for, we'd love to hear from you.

Job Types: Part-time, Fixed term contract
Contract length: 3 months

Pay: £12.00 per hour

Expected hours: 20 per week

Schedule:

* Monday to Friday

Application question(s):

* Are you located in Forres? If not, can you commute easily?

Experience:

* Administrative: 1 year (required)
* Customer service: 1 year (required)

Work authorisation:

* United Kingdom (required)

Work Location: In person

Application deadline: 16/12/2024
Expected start date: 13/01/2025