

Post Designation	Destination Development Manager
Hours	F/T (37.5hours per week)
Term	Fixed Term to 31 March 2024
Salary	£32,500 per annum
Reporting to	Chief Executive
Responsible for	Tourism Project Co-ordinator
Job Function	To lead the implementation of a region-wide tourism recovery plan, working with communities, levy paying tourism businesses, the wider tourism industry, public, private and third sector partners to support and enable long-term recovery of Moray's tourism industry

Key Duties and Responsibilities

- Lead development, implementation, delivery and monitoring of region-wide tourism recovery plan
- Build and maintain effective relationships with partners including businesses, public, private, community and third sector
- Identify and maximise opportunities to collaborate with neighbouring regions / DMO partners to improve visitor experience
- Identify sources of funding from relevant organisations, trusts, legacies, foundations to leverage plan delivery and support community and sector recovery aspirations
- Monitor expenditure and provide the Chief Executive with regular spend updates as requested.
- Manage the Tourism Recovery budget in line with good financial practice to ensure that all activity is delivered within the agreed budget.
- Manage all elements of project funding, including preparation of funding applications, making claims and maintaining records
- Keep the CEO and Directors informed of industry recovery activities and project progress through regular updates
- Be responsible for ensuring personal compliance with GDPR in the workplace
- Undertake other operational tasks as requested by the Chief Executive

Person Specification

Minimum Essential Criteria

- Demonstrable experience and understanding of tourism and / or community development.
- A degree or equivalent experience in a field relevant to this role
- Track-record of success in fundraising and / or commercial development
- An understanding of the dynamics of the Business Improvement District sector
- Ability to build and maintain strong working relationships with a diverse set of partners
- Significant experience of project and financial management and control
- An awareness and understanding of key Scottish Government and Local Authority economic development policy and strategic priorities as they pertain to tourism in line with the National Tourism Strategy.
- Evidence of knowledge and experience working with both public and private sector
- Demonstrable evidence of commitment to exceptional customer service
- Able to communicate effectively, both orally and by other means, to a wide range of bodies, agencies, sectors, and the local community (including ability to write clear and concise reports and presentations)
- Able to prioritise and remain focused; to organise workloads of self and others with no daily supervision
- Able to work under pressure and to tight deadlines
- Attention to detail
- Competent user of Excel, PowerPoint etc.
- Familiarity with digital and social platforms (i.e., Mailchimp, CRM systems, Website CMS)

Desirable

- Full, clean UK Driving Licence and access to reliable transport
- Demonstrable experience of financial management

This post is secured by funding from Highlands and Islands Enterprise and is offered on a fixed-term basis until 31st March 2024.