

Post Designation	Tourism Project Co-ordinator
Hours	F/T (37.5hours per week)
Term	Fixed Term to 31 March 2024
Salary	£22,500 per annum
Reporting to	Destination Development Manager
Responsible for	None
Job Function	To support and co-ordinate delivery of regional recovery plan, working with stakeholders, communities, and businesses to maintain operational relationships and implement agreed activities.

Key Job Duties and Responsibilities

- Support roll-out and co-ordination of region-wide tourism recovery plan
- Scope local needs and identify opportunities for collaboration and partnerships
- Schedule / co-ordinate project activity across region
- Ensure activities and initiatives are delivered effectively, consistently, to time and on or under budget.
- Co-ordinate and deliver specific business and community recovery projects
- Maintain good working relationships at operational level with public agencies, private sector partners and other stakeholders, to ensure that projects are delivered to schedule
- Engage with businesses, groups and communities to encourage maximum participation in recovery projects
- Ensure wide awareness of opportunities among stakeholders, partners and communities
- Communicate relevant news and information through email and social media
- Ensure that all relevant online information is accurate and up to date
- Produce feedback and evaluation reports as required for all project activity
- Be responsible for ensuring maximum participation in workshops and events

- Represent VMS with local groups and organisations as requested by the Destination Development Manager or CEO
- Keep the Destination Development Manager informed at all times of any issues relating to accountable tasks
- Carry out other operational tasks as requested by the Destination Development Manager
- Be responsible for ensuring personal compliance with GDPR in the workplace

Person Specification

Minimum Essential Criteria

- Excellent organisational skills and demonstrate attention to detail
- Knowledge and experience of working with both the public and private sector
- Experience of project management including financial management
- Ability to work under own initiative and to prioritise the conflicting demands of project delivery and member engagement
- Excellent communication skills (written and oral)
- Motivated to provide excellent service to stakeholders
- Confident, friendly, and professional telephone, email and in-person communication skills
- Attention to detail
- Competent user of Excel, PowerPoint etc.
- Familiarity with digital and social platforms (i.e., Mailchimp, CRM systems, Website CMS)
- Experience of data entry and database management

Desirable

- Full, clean UK Driving Licence and access to reliable transport

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