

Post Designation	Tourism Project Co-ordinator
Hours	F/T (37.5hours per week)
Term	Fixed Term to 31 March 2024
Salary	£22-25,000 per annum depending on experience
Reporting to	Tourism Project Manager
Responsible for	None
Job Function	To support the Project Manager (PM) in delivery of a region-wide tourism recovery plan. Coordinate and organise events, engage and communicate with stakeholders, communities, and businesses to ensure maximum awareness of and participation in relevant events and initiatives.

Key Job Duties and Responsibilities

- Work with PM to scope and address local needs
- Identify opportunities for collaboration and partnerships
- Co-ordination of region-wide tourism recovery plan including organising, scheduling and supporting delivery of project activity
- Ensure activities and initiatives are delivered effectively, consistently, to time and on or under budget.
- Organise and deliver specific business and community recovery projects
- Establish and maintain positive 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
- Communicate project news and information through email newsletters, social media and press contacts.
- Provide support to communities who wish to progress community ownership / leasing of public conveniences
- Ensure that all relevant online (including social media) information is accurate and up to date
- Produce feedback and evaluation reports as required for all project activity
- Ensure maximum participation in workshops and events
- Represent VMS with local groups and organisations as requested by the Project Manager or CEO

- Keep the Project Manager informed at all times of any issues relating to accountable tasks
- Carry out other operational tasks as requested by the Project Manager
- Be responsible for ensuring personal compliance with GDPR in the workplace

Person Specification

Minimum Essential Criteria

- Knowledge of the tourism industry
- Knowledge of / interest in Moray Speyside
- Excellent organisational skills and attention to detail
- Able to work under own initiative and to prioritise multiple aspects of project delivery and member engagement
- Excellent communication skills (written and oral)
- Confident, friendly and professional telephone, email and in-person communication skills
- 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

- Experience of fundraising
- Experience of community development
- Experience of project management
- Financial experience
- 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.