

<b>Post Designation</b>	Tourism Project Coordinator (Communities)
<b>Hours</b>	Full-time 35 Hours per week or 28 Hours per week
<b>Term</b>	Fixed Term to 31 March 2024
<b>Salary</b>	£26,000 (pro-rata)
<b>Reporting to</b>	Chief Executive
<b>Job Function</b>	Lead VMS' region-wide community tourism activities, embedding ownership, resilience and collaboration at the heart of Moray's communities to deliver strong, effective and accountable local tourism partnerships.

### Key Job Duties and Responsibilities

- Work with Project Coordinator (Industry) and VMS team to deliver region-wide tourism recovery plan with specific focus on embedding tourism capability in local communities
- Champion, manage and coordinate VMS Beatrice SSE Community Funding in support of local community projects around public toilet operations
- Champion, manage and coordinate VMS' relationship with FairBnB platform. Working alongside project partner(s) to raise awareness of the platform and onboard businesses. Working with communities and other partner(s), identify possible projects for financial support, and administer the process to deliver funding as appropriate
- Liaise with groups such as Highland Tourism and Scottish Community Tourism to ensure VMS' role is appropriately recognised and leveraged for maximum community benefit
- Lead and support communities to develop local tourism action plans, ensuring that local priorities are relevant, deliverable and support regional and national objectives
- Engage with VMS levy payers and other tourism businesses, groups and communities to raise awareness of, and ensure maximum participation in relevant projects and events
- Support the CEO in liaison with Moray Council and other partners in scoping and delivery of infrastructure applications, i.e. Rural Tourism Infrastructure Funding
- Ensure project news and information is communicated by appropriate methods (email newsletters, social media and press contacts)
- 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
- Keep the CEO and VMS Directors informed at all times of any issues relating to accountable tasks
- Carry out any other operational tasks as reasonably requested by the CEO
- Be responsible for ensuring personal compliance with GDPR in the workplace

### **Person Specification**

#### Minimum Essential Criteria

- Knowledge of the tourism industry, particularly as it relates to community tourism
- Knowledge of / interest in Moray Speyside
- Excellent organisational and administration skills
- Attention to detail
- Proficient with MS Office - Excel, PowerPoint etc.

## Desirable

- Full, clean UK Driving Licence and access to reliable transport
- Experience of digital and social platforms (i.e., Mailchimp, CRM systems, Website CMS)
- Experience of community development

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