

Post Designation	Tourism Project Coordinator (2 Posts)
Hours	Full-time 35 Hours per week
Term	Fixed Term to 31 March 2024
Salary	£26,000
Reporting to	Chief Executive
Job Function	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 VMS team to deliver region-wide tourism recovery plan with specific focus on embedding tourism capability in local communities, tourism businesses and the wider tourism industry in Moray Speyside
- Engage with relevant businesses, business groups and industry partners to encourage buy-in, and participation in projects, events and initiatives
- Work collaboratively to support sectoral development in areas including regional food and drink tourism, agritourism and other emerging segments and sectors
- Organise and deliver identified recovery projects aimed at restoring business resilience and sustainability
- Coordinate VMS engagement with DYW, Moray College and education partners to ensure visibility of VMS' activity and to maximise opportunities for collaboration
- Work with Moray College and other partners to research, scope and deliver a Moray Speyside customer service training programme
- 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
- 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 31st March 2024.