

Tourism Engagement & Development Officer

Full-time / 2 year fixed-term contract (with extension subject to funding)

Location: Elgin with travel round Moray Speyside + beyond

Salary circa £19,000

Primary Purpose of Role

Moray Speyside Tourism are the Destination Marketing Organisation (DMO) for the Moray and Speyside region of Scotland. The organisation is tasked with delivering the Moray Tourism Strategy, and since 2014 we have been promoting the region to potential visitors from across the world. In addition to marketing and promotion via consumer activity we work to support the region's tourism businesses via capacity building, networking, advocacy, business to business events and activities.

Moray Speyside Tourism has ambitious plans for the future. As we prepare to enter an exciting new stage in our development, we are looking for a highly-motivated individual with strong communication and administration skills to help drive forward engagement with the region's tourism businesses, with key stakeholders and with our visitors and potential visitors.

The successful applicant will be comfortable working on their own initiative, able to manage multiple deadlines and priorities and be proficient in the use of both Microsoft Office Suite and social / digital marketing tools.

The position is offered initially on a fixed term 2-year basis, with extension subject to funding.

To apply for the position, please submit an up to date CV and covering letter outlining your suitability for the post.

Closing date for applications is Friday 20th October at 5pm.

Apply by email to laurie@morayspeyside.com

Skills and Experience Required

Essential

- Confident, friendly and professional communication skills
- Excellent organisational skills with demonstrable attention to detail
- Able to work under own initiative
- Confident user of MS Office software packages including Word and Excel
- Experience of data entry and database management

Desirable

- Experience working in marketing/tourism
- Experience of presenting to large groups
- Experience of organising events
- Experience working with diverse groups and multiple stakeholders
- Experience using Social Media in a PR/Marketing context
- Experience of working on funded projects with claims procedures
- Full clean driving licence and own transport