

Development Worker for ATC

Closing Date for Applications Sunday 4th April at 5pm. Interviews will be held on Wednesday 7th April and Thursday 8th April, applicants must be available. To apply, please send C.V. and Covering Letter to contact@angustourism.co.uk

This role will report to the Board of the Angus Tourism Cooperative (ATC). The role is offered as a self-employed contract at a rate of £25,000 per annum inclusive of expenses. The expectation is that the post-holder will work 32 hours per week. This is a fixed term contract for 1 year. Primary responsibilities are listed below and should be used in tandem with the agreed Work Plan and ATC Priorities, provided on request.

- **Member Engagement:** Engage new businesses and encourage new memberships according to agreed targets, consulting closely with Business Members and key Stakeholders
- **Event Management:** Manage and organise events for members, digital and physical. Support the management of events for ATC working groups as required
- **Marketing:** Liaise with Visit Angus to drive marketing for and with ATC Business Members. Contribute to increasing the scale and impact of marketing for tourism in Angus
- **Business Development:** Identify ways in which ATC can support business during the recovery from the pandemic, support these needs through training, communications and events
- **Communications:** Create content for monthly Newsletter. Contribute to the creation of content for ATC Social Media channels as part of a regular programme
- **Reporting:** Report regularly to ATC Board

Person Specification

Professional Skills & Experience

- Ability to drive and access to own transport
- Excellent communication skills, both verbal and written.
- Ability to produce promotional materials, develop web site pages and maintain social media
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Understanding of national tourism policy and matters
- Interest in developing local, sustainable Tourism
- Excellent organisational skills
- Independently driven

Interpersonal Skills & Qualities

- A proven enthusiasm for engagement within the tourism community and an ability to share it with others
- Excellent interpersonal skills and a good facilitator who can integrate and coordinate the work of others to deliver results
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Ability to work as a member of a close-knit team
- Networking and negotiating skills
- A creative approach to problem solving
- Organisation, planning and administration skills
- Skills in researching, analysing and writing reports



Vision -The ATC will be a thriving membership organisation working together for the benefit of tourism in Angus.

Mission - The ATC will provide one voice for tourism businesses, a forum to share views and experiences and the opportunity to network, collaborate and develop the skills of members.