

## Membership Coordinator for ATC

**Closing Date for Applications Sunday 4<sup>th</sup> April at 5pm. Interviews will be held on Wednesday 7<sup>th</sup> April and Thursday 8<sup>th</sup> April, applicants must be available on these dates. To apply, please send C.V. and Covering Letter to [contact@angustourism.co.uk](mailto: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 £12,000 per annum inclusive of expenses. The expectation is that the post-holder will work 16 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.**

- **Communications:** Maintain and manage the primary email account for ATC and direct mail as appropriate. Manage the distribution of digital monthly Newsletter to Business Members
- **Administration:** Maintain and administer the Business Membership directory, ensuring it is up to date and secure. Manage and update Business Member listings on ATC website. Upload news and info to the website as instructed
- **Finance:** Liaise with ATC Board and Treasurer regarding ATC finances. Issue invoices for ATC Business Member fees as required
- **Social Media:** Administer ATC Social Media channels in liaison with ATC Board and ATC Development Worker
- **Secretarial:** Record and distribute the minutes of ATC Board Meetings and ATC Working Group Meetings
- **Reporting:** Report regularly to ATC Board

### **Person Spec: Membership Coordinator for ATC**

#### **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.