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SIDMOUTH
DEVON
EX10 9BB

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Coast Meets Country – Collaborative Tourism Project Project Management Consultancy Opportunity

Position: Flexible Part Time Tourism Project Manager (17 months fixed term contract)
Location: Home Working based in East Devon
Consultancy: 85 days across 17 months @ £250 per day
Start Date: 1st July 2022
Project End Date: 30th November 2023
Job reference: 22/TPM01

Sidmouth Town Council is the first tier of local government in the town of Sidmouth, a prestigious seaside resort on Devon's Jurassic coast and the second largest of seven towns in East Devon. Visit Sidmouth is our tourism promotion arm which has been developed over the last two and a half years to ensure that Sidmouth is better able to be marketed as the quality destination that it is. This enables us to target new markets in response to changing visitor preferences alongside careful stewardship of the area.

The Council is the lead partner in a new collaborative tourism project grant funded by the Innovation and Resilience Fund (East Devon District Council) and is looking to appoint a consultant to manage the project working with Sidmouth Town Council and the Project Steering Group. The partners are the town councils of Sidmouth, Ottery St Mary, Honiton and Seaton and Budleigh Salterton Chamber of Commerce.

The project aims are to;

- (1) significantly improve online reach and recognition of the partner towns, producing a cohesive destination profile encouraging visitors to move around East Devon;
- (2) provide a platform through which local tourism and hospitality businesses can market and sell their services to a global audience all year round;
- and (3) improve the resilience of the tourism sector by nurturing and growing responsible tourism practices in the five towns and across East Devon.

We are looking for someone with project management experience preferably with tourism sector knowledge who has an understanding of climate change action and a commitment to sustainable

tourism. We are looking for someone for an immediate start who knows East Devon and the towns involved in the project well. You will have an exceptional talent at coordinating and communicating with a range of stakeholders across local authorities, business and marketing to provide clarity and attention to achieving the goals of the project. The project is fully developed (a document outlining the project is available on request from Sidmouth Town Council). The project manager consultant role is to coordinate and support the suppliers to the project to deliver the activities; to liaise and communicate with project partners, to drive the project forward to ensure delivery and to develop and deliver the required project documentation including narrative and financial reports.

The Consultancy Role

The work includes managing the project delivery plan and ensuring that the project activities are delivered on time and in budget to a high quality. The role will also entail preparation of agendas, minutes and project reports in line with funding requirements both narrative and financial. You will be required to attend Steering group meetings to provide project updates and lead other meetings in order to coordinate work with suppliers including sales, marketing and video production.

The role will entail close working with the four main suppliers to the project who are experts in their field and whose work will intersect; **1. Ignyte Ltd** are responsible for destination marketing and web development. **2. Voyage Travel Marketing** will lead a suite of branding exercises in each of the partner town. **3. Simon Vacher Films** will produce films to support the promotion of each town. **4. The Travel Foundation** will lead a sustainability programme, working with businesses through training and the development of carbon action plans – this component will be piloted by Sidmouth.

Communication and liaison with local businesses to organise consultation and training events will be key alongside effective administration for the duration of the project. The position is fixed term for 17 months with flexible hours totalling 85 days work, there is an expectation that the first 6-8 months will require more time to kickstart and quickly achieve key deliverables on which the remainder of the project will build.

Most administrative working will be from home and you will be expected to have a home PC/laptop with email access, and be a highly effective user of Word and Excel and project management tools. You will need to be flexible in your working hours to be able to attend steering group and other meetings in and around Sidmouth, the partner towns and elsewhere in East Devon. There is an expectation that the post holder will be able to work independently and flexibly to undertake the tasks which will need to be done to ensure the project is delivered.

An application form is available online at www.sidmouth.gov.uk or by contacting the Town Clerk, Sidmouth Town Council, Woolcombe House, Sidmouth, Devon EX10 9BB. Tel 01395 512424

Closing date: **Noon on Wednesday 29th June 2022** and in-person interviews at Sidmouth Town Council offices will take place on **Monday 4th July 2022**. We will acknowledge receipt of your application, but if you have not heard further from us within 3 weeks of the closing date, please assume you have not been successful in securing an interview on this occasion.

Responsible to: Tourism Project Steering Group Chair and Town Clerk

Responsible for: No supervisory responsibility

Person Specification: Tourism Project Manager. Job Ref.: 22/TPM01

Project Manager Job Description

- Coordinate internal resources and third parties for the successful execution of the collaborative tourism project
- Ensure that the project is delivered on-time, within scope and within budget
- Ensure resource availability and allocation in line with the grant funding agreement
- Develop a detailed project plan to monitor and track progress
- Manage any adaptations to the project schedule to ensure delivery
- Measure performance using appropriate project management tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the partners, suppliers and relevant stakeholders
- Liaise closely with appropriate Sidmouth Town Council staff to ensure financial record keeping is in line with the funders' requirements and statutory obligations of the council
- Perform risk management to minimize potential risks
- Establish and maintain relationships with third parties/businesses
- Create and maintain comprehensive project documentation
- Meet with clients/stakeholders to take detailed briefs and clarify specific requirements of each project activity
- Track project performance, specifically to analyze the successful completion of the project outcomes
- Meet budgetary objectives
- Develop comprehensive project plans to be shared with partners and others
- Develop spreadsheets, diagrams and process maps to document progress and plans
- Perform other related duties as assigned in relation to the project

Project manager requirements:

- Proven working experience in project management
- Good working knowledge of East Devon
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Bachelor's Degree in appropriate field of study or equivalent work experience
- Experience with project management software tools

Project Manager skills & proficiencies:

- Developing and Tracking Budgets
- Project Management
- Planning
- Verbal Communication
- Written Communication
- Leadership
- Detail-Oriented
- Risk Management
- Negotiation
- Cost Control
- Critical Thinking
- Communication
- Problem Solving
- Analytical Skills



Sidmouth Town Council Application for employment

Please type or write clearly in black ink. Use an additional sheet where necessary.

This form is available online at www.sidmouth.gov.uk.

Please sign and return (marked Confidential) to: The Town Clerk, Sidmouth Town Council,
Woolcombe House, Woolcombe Lane, Sidmouth, Devon EX10 9BB.

Post Applied For: Tourism Project Manager (Consultant) 22/TPM01

Last name

First names

Address

Email address

Telephone numbers

Home:

Mobile:

If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.

Education and training

Please give details of qualifications achieved

Qualification (type & subject)	Name of school, college, university, etc.	Grade/level attained	Date achieved (mm/yy)

Membership of professional bodies

Name of professional body	Level of membership	Date achieved Mm/yy

Training:

Please give details of any training you have undertaken that may be relevant to the position applied for....

Employment History**Present employer**

From	To	Name and address of employer	Post held and brief outline of duties	Present salary and scale/grade & reasons for leaving

Previous employers/clients – Most recent first. Indicate any gaps in employment and indicate what you were doing in that time.

From	To	Name and address of employer	Post held and brief outline of duties	Salary and scale/grade & reasons for leaving

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Please tell us why you consider you are a suitable candidate for this appointment by referring to the Project Manager requirements, skills and proficiencies.

Can continue on a separate sheet if necessary (max 500 words)

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Outside interests:

Are you related to any council Member or employee? (If so give details)
(NB Failure to disclose such a relationship and/or canvassing will disqualify)

Rehabilitation of offenders

Have you ever been convicted of or are you currently charged with any criminal offence?

Delete as appropriate **YES / NO**

If YES please give details below

Date of conviction	Offence	Sentence

Referees

Two references are required including one from your recent employer.

First reference	Second reference
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Name	Name
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Address	Address
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Tel no.	Tel. No.
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Email	Email
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How long have they known you?	How long have they known you?
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In what capacity?	In what capacity
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Can the person be contacted prior to interview (please delete as appropriate) Yes / no	Can the person be contacted prior to interview (please delete as appropriate) Yes / no
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Notice to be given to terminate present employment?

Please indicate where you saw the advertisement for this post:
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I can confirm that the information provided is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.

Signed..... Date.....