

**JOB DESCRIPTION: Livelihoods Programme Officer
THE TRAVEL FOUNDATION**

Job title:	Livelihoods Programme Officer
Responsible to:	Livelihoods Programme Manager
Main duties:	Providing support and assistance with the development and management of the Foundation's livelihoods programme

The Travel Foundation is an independent charity, set up through partnership between the outbound tourism industry, government and non-governmental organisations (NGOs) in the UK. Our aim is to ensure that tourism from the UK gives a greater benefit to the people, environment and economy in destination countries by:

- Developing destination research & demonstration projects to guide best practice
- Sharing and developing best practice amongst a multi-stakeholder forum
- Raising awareness of the issues and promoting the benefits of sustainable tourism with the industry, government and consumers.

One of the Foundation's areas of focus is livelihoods and our ambition is to:

"demonstrate new ways for local people to obtain positive benefits from tourism, for example through the supply of produce, goods and excursions to the industry."

To date, we've set up and supported the delivery of over 30 projects in 11 countries ranging from developing agri-linkages between tourism businesses and local farmers in the Caribbean and Gambia to supporting Sri Lankan beach operators in creating 'no hassle' beaches.

Join our team

The Foundation comprises a Board of Trustees and an Executive, which manages the work of the Foundation. Due to the continued expansion of the organisation, we are seeking to employ a Livelihoods Programme Officer to join the Executive team at the head office in Bristol. Reporting to the Livelihoods Programmes Manager, the new post will work within the Programmes team.

Main Duties and Responsibilities

Manage a portfolio of overseas destination projects ensuring that projects are delivered according to timeframe and budget and achieve objectives. This will include:

- Maintaining regular communications with overseas project managers/coordinators (including destination visits) to monitor progress and resolve any arising problems
- Managing project budgets
- Identifying and managing local consultants and partners for project delivery
- Developing appropriate monitoring & evaluation measures
- Developing annual project frameworks and workplans for multi-year projects
- Ensuring regular, good quality reporting

Work with the Livelihoods Programme Manager to develop new projects including conducting research and scoping visits and producing project plans

Work with the communications team to ensure a regular supply of PR stories and news items

Work with the Industry Programmes Manager to ensure travel industry engagement in projects and positive change in industry practice

Provide the programmes team with regular updates of project progress

Represent the Travel Foundation at meetings, conferences and other events including giving presentations where required

Maintain an up-to-date knowledge of developments in sustainable tourism, including compiling reports and other resource materials to help inform the future development of Programmes

Produce reports and other materials for both the Travel Foundation and external audiences

Person Specification

- Experience of project planning, development and management
- Knowledge and/or experience of small enterprise development
- An understanding of the travel industry and/or sustainable tourism
- Excellent analytical skills and a methodical approach to work
- Diligence and attention to detail
- Excellent written communication skills with clear and concise reporting style
- Good budgeting and financial management skills
- Pro-active approach and ability to work unsupervised but also as part of a team
- Creative and solutions-oriented thinker
- Ability to communicate with a diverse range of people at different levels
- Ability to proactively identify and respond to problems arising
- Experience of managing multiple and complex projects and ability to prioritise
- Ability to sensitively manage conflicting needs and agendas
- Experience of working to tight deadlines and ability to remain calm under pressure
- Degree or Masters qualification in responsible tourism or international development is desirable

Terms and Conditions of Employment

Salary: £26,000 - £28,000 per annum

Hours of Work: Full time at our office in Bristol – mostly within normal office hours although some evening and weekend work will be required. Some overseas trips will also be required e.g. to manage programmes, attend conferences, workshops.

Annual Leave: 25 working days per annum pro rata, plus public holidays.

Probationary period: 3 months

APPLICATIONS

Applicants should send an up-to-date CV with a covering letter, highlighting experience and skills relevant to the vacancy, to Faith Hammond, The Travel Foundation, CREATE Centre, Smeaton Road, Bristol BS1 6XN, or email admin@thetravelfoundation.org.uk by **Wednesday 29th February 2012**

Interviews will be held on Friday 16th March.

Please note that only candidates short-listed for interview will be contacted.