

## CONSULTANCY OPPORTUNITY: PROJECT ASSISTANT – SAINT LUCIA

**Responsible To:** Project Manager

**Main duties:** Project delivery support

**Contract Type:** fixed-term consultancy (6 months): January – June 2019.

**Salary:** £1000 (GBP) gross per month for full-time.

## THE TRAVEL FOUNDATION

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The Travel Foundation (TF) is a UK registered charity working with the travel and tourism sector to build a more sustainable future. Our vision is of “a world where tourism provides the greatest benefits for people and the environment in destinations” and our mission is to “increase the benefits and reduce the negative impacts of tourism in destinations”. To achieve this, we work with tourism organisations to develop and implement initiatives that promote cross-sector collaboration, build local capacity and enable the long-term incorporation of more sustainable practice.

Our organisational strategy puts an emphasis on working with travel and tourism stakeholders who are looking to lead the way in sustainability, developing strategic programmes that showcase best practice and support long term behavioural change. The expected outcomes of these programmes include: identifying, measuring and managing the impacts of tourism activities, embedding sustainability into core tourism policies, frameworks and operational practice, and sharing good practice with the aim of inspiring change at scale.

## THE TRANSFORMING TOURISM VALUE CHAINS PROJECT

The Travel Foundation is collaborating with UN Environment, the Waste and Resources Action Programme (WRAP), the Technical University of Denmark (DTU), and national partners to deliver the Transforming Tourism Value Chains Project funded by the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety.

The project aims at reducing GHG emissions and improving resource efficiency along the value chains of key tourism sector with high resource use i.e. accommodation, food & beverage, and meetings, incentives, conferences and events (MICE). Transforming the sector to low carbon, resource efficient operations, requires an increase in sustainable consumption and production (SCP) practices by businesses and tourists through more coherent actions in countries. The project will help the Philippines and the Dominican Republic to: 1) establish and analyse the sector’s inventory of GHG emissions and sustainable products and services in the tourism value chains; 2) establish an integrated emissions reduction and resource efficiency action framework based on life cycle approaches, with specific indicators for mitigation/adaptation priorities; 3) build local institutional and networking capacities; 4) support national implementation and results reporting; and 5) enhance regional tourism networking, lessons and learning. Participating SIDS countries will benefit from policy recommendations for and capacity building in low carbon tourism operations.

The Travel Foundation is the main implementing partner for the small island developing states (SIDS) target countries Saint Lucia and Mauritius, and is responsible for organising, facilitating and conducting



value chain mapping and training workshops, communicating and disseminating project results and assisting the project in developing policy recommendations and action plan priorities for SIDS. In Saint Lucia, the project focus on the accommodation sector value chain and the implementation in the country is guided by the regional Stakeholder Advisory Group (STAG).

## CONTRIBUTE TO OUR WORK

We are currently seeking to contract a Project Assistant to join our project implementation team in Saint Lucia. The successful candidate will be required to work closely with the Project Manager, the UK Executive team and implementation partners to deliver the project in Saint Lucia.

## MAIN DUTIES & RESPONSIBILITIES

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The successful applicant will be responsible for supporting the Project Manager with the delivery of project activities including (but not limited to):

- + Liaising directly with operational staff from the accommodation and food & beverage sectors to encourage the collection of data and information
- + Maintaining regular communication with all project stakeholders
- + Support the coordination of the stakeholder advisory group STAG
- + Collating information, data and reports
- + Disseminating project communications to project participants
- + Setting up meetings and drafting minutes
- + Managing expenses and project finances
- + Producing high quality project reports and communications documents
- + Collecting project monitoring and evaluation data
- + Organisation of workshops and training including organising venues and catering services, printing materials and liaising with participants
- + Supporting in the implementation of other project activities as required by project partners

Along with the main duties outlined above, you will also be expected to carry out any other duties that are reasonably asked of you.

## Person Specification

### Essential Criteria

- + At least 3 years' experience in a project support or administrative role
- + Strong reporting, administrative and organisational skills, and the ability to prioritise and complete a variety of tasks with minimal supervision to tight deadlines
- + Ability to be self-directed and autonomous, as well as working as part of team
- + Flexibility to travel nationally if required
- + Computer literacy (including: Word, Excel and PowerPoint)
- + Fluent (spoken and written) in English
- + Access to a vehicle

### Desirable Criteria

- + At least 2 years' experience of event management / logistical coordination
- + Tourism-related work experience
- + A confident person with excellent interpersonal skills



## APPLICATION PROCESS

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Please send us your CV with a 300 word (max) covering letter, highlighting your experience and skills relevant to this vacancy and explaining why you would be the best candidate for this role to [carolina.fernandez@thetravelfoundation.org.uk](mailto:carolina.fernandez@thetravelfoundation.org.uk) with the subject "PROJECT Assistant – SAINT LUCIA." Closing date: Tuesday 11<sup>th</sup> December at 23:00. Candidates will be informed by 12<sup>th</sup> of December if they have been selected for interview. Interviews will take place on the 13<sup>th</sup> and 14<sup>th</sup> of December 2018. Please note that shortlisted candidates could be asked to complete a written pre-interview assessment.

**Due to the high number of applications we will only be able to respond to successful applicants. Early applications are highly recommended.**

Please see our website for all current live vacancies:  
[www.thetravelfoundation.org.uk/about\\_us/recruitment](http://www.thetravelfoundation.org.uk/about_us/recruitment)