

Job post: Project Coordinator / 2.5 year – full-time

We are seeking a project coordinator to manage our Single-Use Plastic Reduction project in Cyprus, which will raise awareness amongst tourists and residents in Ayia Napa and Protaras of the problems associated with plastic waste and encourage them to take action to reduce the amount of plastic waste generated.

Job title: Project Coordinator

Location: Ayia Napa/Protaras, Cyprus

Role: Coordinating the delivery of the Single-Use Plastic Reduction Project/Campaign

Contract: 2.5-year fixed-term contract

Hours: Full-time (flexible, including occasional weekends/evenings)

Start date: 1st June 2019

Remuneration: Competitive, depending on qualifications and experience. Payment will be made through our project partners CSTI.

The successful candidate will be employed by the Travel Foundation reporting to a Destinations Programme Officer based in the UK but supported locally by our project partner the Cyprus Sustainable Tourism Initiative (CSTI), which is acting as the project secretariat.

The Travel Foundation (TF) is a registered charity in the UK, founded in 2003. We work in partnership with leading tourism organisations to improve the impacts of tourism in destinations – bringing greater benefits for local communities, the environment and tourists.

Cyprus Sustainable Tourism Initiative (CSTI) is an independent not-profit organization that aims to: demonstrate the environmental and socio-economic benefits that sustainable tourism can bring to the island; protect the natural environment; promote local culture and traditions; develop close links between local suppliers and hoteliers / operators; and educate and inform regarding sustainability issues.

The Travel Foundation has worked with CSTI over a number of years delivering projects in Cyprus.

The Project

“Becoming plastic free...working towards eradicating single use plastic through education and tourism in Ayia Napa and Protaras, Cyprus”

The Travel Foundation is working in partnership with the Cyprus Sustainable Tourism Initiative to deliver a project in Ayia Napa/Protaras that aims to reduce the amount of single-use plastic entering the waste stream and, ultimately, the marine environment. This project has been made possible by funding provided by the TUI Care Foundation.

The project approach is to bring together tourists, tourism businesses and residents across Ayia Napa and Protaras to raise awareness of the problems associated with plastic waste and take actions to reduce the amount of waste generated. It will target residents, schools and tourists in order to reduce demand, and work with tourism businesses to reduce the procurement of single use plastic. We aim to be working directly with at least 70 hotels and 80 bars/restaurants during the project. The campaign will target tourists and residents (including school children) and aims to be as wide-reaching as possible within Ayia Napa and Protaras.



MAIN ROLES AND RESPONSIBILITIES

The successful candidate will be required to carry out the following tasks, with guidance and input from the Travel Foundation and the CSTI.

Project Co-ordination, Monitoring and Evaluation (M&E)

- + Day-to-day co-ordination of the delivery of the project ensuring that outputs and outcomes are delivered according to project plans provided by the Travel Foundation.
- + Regular collection of appropriate monitoring and evaluation data (as advised by the Travel Foundation) from project activities, participants and stakeholders.
- + Providing inputs to project planning and regular reports and updates

Stakeholder engagement and behaviour change

- + Inputting into the development of project materials aimed at supporting hotels, bars and restaurants to reduce the procurement of single-use plastics.
- + Supporting CSTI in organising and facilitating high-profile events, trainings and workshops that engage hotels, bars and restaurants in the project and motivate/support them to implement plastic reduction actions
- + Visiting hotels, bars and restaurants to maintain their engagement in the project, support them to adopt and trial new ways of working, and to communicate their activities and the campaign to their customers. This will include data collection, conducting surveys, delivering training or presentations to staff and distributing materials.
- + Identifying good practice examples of sustainable practices from participating hotels, bars and restaurants to showcase as project champions and encourage healthy competition between businesses

Coordination of resort-wide campaign targeting tourists and residents (including schoolchildren).

The project partners will develop campaign materials and resources such as flyers, guidelines, toolkits, posters, website content, newsletters, customer-facing communications, stickers etc. The Project Coordinator will be responsible for:

- + Inputting to the ongoing development of the material and resources.
- + Supporting CSTI in coordination of multi-stakeholder campaign resort group meetings.
- + Liaising with relevant education institutions and NGOs in order to coordinate campaign activities that will ensure a reach of around 2,000 schoolchildren in the region including design of activities/materials and eventual delivery of workshops/presentations to children.
- + Supporting CSTI in developing and organising public awareness-raising events and activities to reach residents and schoolchildren engaging them to take action e.g. beach cleans, local competitions etc.
- + Coordinating the promotion and communication of the campaign within the resort area e.g. events, networks, media channels such as social media, radio, television, newspapers, outdoor advertising etc.



Communications / PR

- + Acting as the local point of contact for project participants, stakeholders and the media/press.
- + Coordinating the dissemination of project communications and press releases provided by the project partners (of events, campaigns, and general project news and initiatives) through local media channels and networks.
- + Providing a regular flow of up-to-date information to the Destinations Programme Officer in the UK and disseminating information about the project to relevant stakeholders in Cyprus.
- + Providing input to the development of communications content such as news updates, blogs and case studies to build momentum, celebrate success and incentivize further action.

Other tasks

- + Conducting desk or primary research as required, including surveys, interviews, focus groups, observation, and the analysis and reporting of findings.
- + Supervising project assistants and/or volunteers if required.
- + Coordinating visits from international project staff, donors or press including logistical planning, accompaniment, and organizing meetings, visits, workshops etc.
- + Representing the Travel Foundation at workshops, conferences and other relevant events.
- + Attending Travel Foundation meetings and events when required.
- + Undertaking other duties as required by the Travel Foundation.

CRITERIA FOR SELECTION

Essential

- + Experience coordinating or delivering projects with fixed budgets.
- + Experience of working on, or leading communication or marketing/PR campaigns, including providing interviews for the press
- + Excellent networking skills and experience of developing and managing professional relationships with different stakeholders with an ability to influence and motivate a broad range of stakeholder groups.
- + Strong communication and presentation skills, including ability to speak confidently to large groups.
- + Knowledge and understanding of the tourism industry in the Mediterranean (particularly Cyprus) with experience of working within the tourism sector.
- + Confident, enthusiastic, and innovative.
- + Engaging, personable and diligent.
- + Strong organisational skills and the ability to prioritise and complete a variety of tasks with minimal supervision to tight deadlines.



Desirable

- + Knowledge and experience of sustainable tourism and/or environmental issues from plastics
- + Experience of collecting and analysing quantitative and qualitative data
- + Existing contacts and networks of tourism stakeholders (public and private) in the destination
- + Experience of facilitating cross-sector collaboration or multi-stakeholder processes
- + Experience of working with children in an educational context
- + Experience of updating websites, blogs and social media pages
- + A bachelor's degree in a relevant discipline (i.e. tourism, environment, social or development studies)
- + Experience of facilitating workshops and training

Other Requirements

- + This post will be based in the Aiya Napa/Protaras region of Cyprus and will require flexibility to travel within this area of Cyprus. A clean driving license and access to a vehicle is essential.
- + Computer literacy (including: Word, Excel and PowerPoint)
- + Fluent (spoken and written) in English and Greek

APPLICATION GUIDELINES

Applications should be submitted in English and must comprise a CV and covering letter (each should be a maximum of 2 pages).

Covering letters should outline the suitability of the applicant to perform the role described above, including how the applicant meets the criteria with examples of relevant knowledge, experience and expertise.

Applicants should provide details of two referees as well as their own, full, personal contact details.

Application deadline:

Completed applications should be sent, for the attention of Katie James, to recruitment1@thetravelfoundation.org.uk and to CSTI, info@csti-cyprus.org (please use the subject header 'Cyprus Project Coordinator Application') no later than 23.00 (Cyprus time) on 9th May 2019.

Confirmation of interview

Final candidates will be invited to a face-to-face interview by 10th May. Please note: unsuccessful candidates will not be contacted.

Face-to-face interviews

Final candidates must be available for a face-to-face interview on 13th or 14th May 2019 in Nicosia, Cyprus.

Any questions regarding this role should be directed to Katie James, Travel Foundation - Destinations Programme Officer (UK), at katie.james@thetravelfoundation.org.uk