

The Tourism Society

Chief Executive (part time) – Job Description

The Company

The Tourism Society tourismsociety.org is the professional membership body for people working in all sectors of the tourism and travel industry, in the UK and overseas. Since 1977 we have been providing tourism professionals with a forum to debate and exchange views, expertise and opinion through meetings, conferences and our Journal. For more details, visit www.tourismsociety.org.

The Role

The Chief Executive is responsible for the efficient and effective operation of the Society and works with the Board of Directors to develop the Society in accordance with its mission and aims and to continue to strengthen its financial standing. After forty years of successful advocacy, the Society's Board is planning for the future and is now seeking a Chief Executive to help it define and deliver a new operational model.

Key Responsibilities

- Ensure the Society fulfills the requirements of its membership; work to increase the relevance and benefit of the Society to the tourism and travel sectors and in doing so increase membership
- Plan and undertake initiatives that enhance further the Society's professional reputation, increase its influence in a wide variety of circles and help to raise its profile
- Liaise with the contracted administration services company, currently Representation Plus (RP), to ensure that agreed activities and plans are implemented
- Work with RP to manage the Society's finances to achieve the agreed budget and ensure the Board is given accurate information as to the Society's financial status on a quarterly basis
- Prepare and implement recruitment plans for all categories of membership undertaking initiatives to enhance the Society's attractiveness to members
- Oversee the events calendar implemented by RP ensuring that the programs are forward looking, relevant, successful, attractive to members/nonmembers and sponsors are secured
- Oversee RP's maintenance of accurate membership records and responses to member enquiries ensuring a dynamic relationship with the membership
- Manage the Society's ongoing communication through RP with its members including email, newsletter and website
- Liaise with member working groups in areas such as events, communications and Tourism Journal
- Manage the corporate partnership program including the recruitment and retention of appropriate organizations
- Build an increased awareness of the Society and its aims through regular pro-active PR activity, which includes using social media, to achieve maximum exposure
- Prepare reports and attend quarterly Board Meetings

Person specification

- An interest in working in a small, dynamic organization
- Proven leadership experience
- Sound marketing and sales experience
- Strong interpersonal skills
- Proven project management experience
- Experience of managing finance and budgets within an organization
- A pro-active and innovative approach to business
- Excellent attention to detail
- Excellent written and verbal communication skills
- Knowledge of the UK's tourism industry; understanding of the tourism and cultural sectors

Further Details

Responsible to: The Chairman and the Board of the Tourism Society

Direct reports: Contracted administration services company

Location: Tourism Society office, London South Bank University, 103 Borough Road, London, SE1.

Contract: Consultancy reviewed annually

Salary: Contract for £240 per day for 100 days to be delivered over 2 days per week

Hours: 2 days per week, available to attend evening and weekend events

Deadline: May 1, 2019

How to apply: Kevin Kaley, Chairman, Tourism Society: kevin.kaley@tourismukltd.com

Application: CV, cover letter and statement as to why you believe you are suitable for the role.