



JOB DESCRIPTION & PERSONNEL SPECIFICATION

Job Title:	Marine Tourism Development Assistant
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Development
Location:	Loughs Agency Headquarters, Prehen
Salary:	£6,000 Bursary (an additional £1,000 may be provided by Queens University for Queens students only)
Responsible To:	Development Officer
Hours:	40 hour week – including 1 hour lunch breaks (flexible working arrangements will be considered)
Contract:	10 months (flexibility will be considered on contract start date and duration)

Summary of Job

To assist with development and promotion of access to marine water based leisure and tourism opportunities through engagement with sailing groups and assisting with organising events and activities throughout the Foyle and Carlingford areas.

Duties and Responsibilities

- Identify perceived barriers to participation in water based activities on Carlingford and Foyle Loughs and establish an action plan to address those barriers;
- Engage with sailing clubs and other water based organisations and assist with Club development including, but not restricted to, group development, membership recruiting, training and capacity building;
- Research and collate marine tourism “best practice” examples and prepare reports illustrating how these can be applied to the Foyle and Carlingford areas;
- Assist with the organisation of Agency led event and activity programmes including competitions, festivals, workshops and conferences;
- Any other relevant duties

Essential Criteria

- Currently working towards a degree in a relevant discipline.

Desirable

- Water based activity qualification.
- Experience of organising events and programmes.
- Experience of engaging with groups and identifying opportunities for training and capacity building.
- An understanding of procurement procedures and undertaking risk assessments.
- Candidates must hold a full current driving licence (with not more than 6 penalty points) held for a minimum of two years.