



AWTE Board Positions

About the AWTE	<p>Stay Connected, Stay Ahead with the AWTE</p> <p>Our vision as an organisation is to support and inspire people to learn, grow and thrive in the travel and hospitality industries.</p> <p>Our mission is to provide a creative, innovative, and safe space for the support and personal development of our members. Whilst shaping a more inclusive and equal industry.</p> <p>We aim to:</p> <p style="text-align: center;">Develop, Inspire, Support, Collaborate, with an Open mind.</p>
Role on the Board	Partnerships and Sponsorship Director/s
Location:	Remote
Role Overview	The Partnerships Director is responsible for all association partnerships and sponsorships for events.
Responsibilities:	<p>Key responsibilities will include:</p> <ul style="list-style-type: none">• Be the main liaison with partners and potential partners of AWTE except for media relations where she will liaise closely with the PR Director who will maintain those relationships.• Actively seek potential NEW partners of the AWTE who will benefit our members. Including the likes of ITT, CIC, Northern Power Women, and women 1st• Be the direct liaison with the PR, marketing/communications directors is important to get any news and messages out there with regards to project and partnerships.• Create content to support the partnerships established.• Maintain existing relationships and keep in touch with her key people to ensure that the AWTE is still very much involved with them.



	<ul style="list-style-type: none">• Assist other board directors on specific projects when required, for example sponsorship for events (specifically the Christmas lunch) and will liaise closely with the event directors or the appropriate director seeking her help.• Assist the Chair and/or board as required.• Represent the AWTE at industry events and actively recruit new members.• Liaise with events directors to secure funding sponsorship for events which are relevant and appropriate.• Liaise with finance director to ensure a positive P&L balance sheet to cover costs of event and give value and balance to members and sponsors alike.
Additional Responsibilities	<p>Other responsibilities may include:</p> <ul style="list-style-type: none">• Covering for other members of the Board when on annual leave or overseas at conference• Working closely with the events team in the run up to the Annual Christmas Lunch and Awards• Contributing content for the monthly newsletter supporting the Communication Director
Role Expectations	<ul style="list-style-type: none">• You need to be able to dedicate time in the working week to be able to support the AWTE.• Need to be available to attend monthly remote Board meetings.• Need to submit a Board report each month in advance of the Board Meeting• Need to be able to attend AWTE events where possible
Reward & Benefits	<p>This role is a voluntary role.</p> <p>Benefits</p> <ul style="list-style-type: none">• An opportunity:<ul style="list-style-type: none">○ to enhance your Personal Development○ Grow personal and professional network.○ to raise your personal profile <p>Reward</p> <ul style="list-style-type: none">• As a token of thanks for the time invested, we will offer a complimentary place to the Annual Christmas Lunch and Awards in London. If you are not based in London the AWTE will cover your travel expenses too.

The above list is not exclusive or exhaustive and you will be required to undertake such tasks as may be reasonably be expected within the scope of the position.

The Candidate

Specific **skills, experience, and qualities** the AWTE is looking for from the ideal candidate:



- Must have been a member of the AWTE for 12 months.
- A determined individual who possesses patience and a good sense of humour
- Passionate about the AWTE mission and values
- Experience in the travel industry is an advantage.
- A strong leader, with excellent people skills
- The ability to work to deadlines and targets.
- An ability to work collaboratively with the wider Board.
- Good organisation and administration skills
- Excellent communication skills