



## AWTE Board Positions

<b>About the AWTE</b>	<p><b>Stay Connected, Stay Ahead with the AWTE</b></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;"><b>Develop, Inspire, Support, Collaborate, with an Open mind.</b></p>
<b>Role on the Board</b>	Marketing Director
<b>Location:</b>	Remote
<b>Role Overview</b>	<p>Marketing Director is responsible for all aspects of maintaining and updating the website and the ongoing development of the website with the support of the Chair.</p> <p>She will ensure that AWTE procedures and operations have the ability to run smoothly by use of technology to include finance and memberships. This will enable our end user to have a more seamless and positive experience digitally.</p>
<b>Responsibilities:</b>	<p>Key responsibilities will include:</p> <ul style="list-style-type: none"><li>• Be responsible for an online strategy and develop the AWTE website and maximise its potential for the end user.</li><li>• Liaise with the PR Director   Events Director   Finance Director   Memberships Director   Secretary/Special Projects Director and Communications Director to ensure the website works cohesively together.</li><li>• Assist Events Director and Finance Director in the marketing and creation of event tickets online, costs and VAT, member and non-member rates etc</li></ul>



	<ul style="list-style-type: none"> <li>• New articles should be created in line with any new news of the Association and most certainly after any AWTE event with photos added. This link will then be added to any other communication (email and social)</li> <li>• To maximise the website to host everything AWTE and that our end user has a positive experience.</li> <li>• Build and maintain a positive public image for AWTE.</li> <li>• Represent the AWTE at industry events and actively recruit new members.</li> </ul>
<b>Additional Responsibilities</b>	<p>Other responsibilities may include:</p> <ul style="list-style-type: none"> <li>• Covering for other members of the Board when on annual leave or overseas at conference</li> <li>• Working closely with the events team in the run up to the Annual Christmas Lunch and Awards</li> <li>• Contributing content for the monthly newsletter supporting the Communication Director</li> </ul>
<b>Role Expectations</b>	<ul style="list-style-type: none"> <li>• You need to be able to dedicate time in the working week to be able to support the AWTE.</li> <li>• Need to be available to attend monthly remote Board meetings.</li> <li>• Need to submit a Board report each month in advance of the Board Meeting</li> <li>• Need to be able to attend AWTE events where possible</li> </ul>
<b>Reward &amp; Benefits</b>	<p>This role is a voluntary role.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• An opportunity: <ul style="list-style-type: none"> <li>○ to enhance your Personal Development</li> <li>○ Grow personal and professional network.</li> <li>○ to raise your personal profile</li> </ul> </li> </ul> <p><b>Reward</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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