



Project Development role with Invisible Cities

Location: homebased initially

£9.30 per hour

Part time (21 hours per week) for 6 months

Immediate start

Closing date: 22 June 2020, 12 noon

About the Company

Invisible Cities is a Social Enterprise. This means we are a social business with a social conscience. We don't believe in labels or stereotypes and we want to show that everyone has great potential, a fact reflected in our tour guides.

We train people affected by homelessness to become walking tour guides of their own city and offer these alternative tours to tourists and locals

Find out more at <https://invisible-cities.org/>

The Role

Invisible Cities are looking for an outgoing and enthusiastic person to join them in a Project Development capacity, whose main role will be to support the roll-out of a new project whilst also providing capacity on established ongoing work.

Your responsibilities will include, but not be limited to:

- Project Management: work with Invisible Cities CEO on new project: Invisible Women of Scotland (recruitment of guides who have experienced homelessness, training, event planning, development and partnerships amongst others)
- Administrative and digital presence work for Invisible (Glasgow).
- Sales and development work for Invisible (Glasgow)
- Partnership Development in Glasgow and Edinburgh

Requirements

This role would suit a creative individual with an interest to support a social enterprise grow. Experience in Marketing, Sales, Customer Service or Business Studies would be advantageous but is not essential. Experience in the tourist field would be advantageous.

You may apply for this role regardless of your academic background, so long as you can demonstrate in your covering letter that you are a creative self-starter, ready to embrace opportunity and make an impact.

Essential skills and experience required for this role:

- Creative out-of-the-box thinker
- Interest in making a difference through social impact
- Ability to conduct themselves professionally in person and online
- Excellent communication skills, both written and verbal
- Disciplined, capable of managing their own workload
- Proactive mindset and hardworking
- Ability to learn quickly and a can-do attitude
- Flexible
- Excellent time management and organisation skills

Desirable but not essential:

- Sales experience
- Marketing experience
- Experience of the tourist industry

If you have any questions about this role or the organisation please contact team@adoptanintern.org.uk. Please do not under any circumstances contact the employer directly as doing so may negatively impact your employment opportunity.

Application

Closing date for applications is 22 June 2020, 12 noon.

Please submit a CV and tailored Cover Letter through Viana Maya.

Examples of what we expect in an application can be found here:

https://www.aai-talent.co.uk/how_to_tailor_your_cover_letter_for_a_job_role

All applications must be submitted by noon on the closing date. State A) your availability and B) relevant experience and demonstrate how your skills match the specific requirements of the job description.

We do NOT accept email applications unless otherwise stated.

Successful candidates must, by the start of the employment, have permission to work in the UK.