****

**AITO Events and Partnerships Manager**

AITO is a highly respected UK travel industry association whose membership consists of some 300 tour operators, travel agents and affiliate partners.

The Association provides a number of activities for its members including: Networking and educational conferences and events in the UK and abroad, training and information exchange forums, exhibition platforms and partnership promotional opportunities, social and fundraising events. This is an interesting and varied position which is integral to the running of the Association.

The Events and Partnerships Manager is responsible for the successful creation and execution of each event from start to finish. The scope and scale of each programme varies according to the complexity and size of the individual events.

The position entails close collaboration with internal and external stakeholders, in accordance with the locations and requirements of our events. We are a small, friendly team at AITO HQ and this is very much a ‘hands on’ position in a busy working environment.

Ideal Candidate Profile:

* Excellent written and verbal communications skills
* Exceptional attention to detail
* Organised, methodical and accurate
* Enthusiastic, creative, hardworking team player
* Confident manner in person and on the telephone
* Strong time and project management skills
* Good multi-tasking skills including ability to prioritise and work under pressure
* Ability to meet deadlines within budget
* Willingness to take on a high level of responsibility
* Diplomatic and comfortable with senior or high level liaison
* End to end conference and event management experience
* Excellent IT, online content management and web skills

Only applications that include a CV and a scanned, handwritten cover letter outlining why you are interested in this position will be considered.

We regret that only interview candidates will be contacted.