

**Cruise Project Manager**

CATEGORY	ESSENTIAL	DESIRABLE
<p><b>1. SKILLS, KNOWLEDGE AND APTITUDES</b></p>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication and interpersonal skills – including ability to prepare presentations and to confidently present in public.</li> <li>• Excellent organisational skills.</li> <li>• Good IT skills.</li> <li>• Ability to project manage a broad portfolio of activity.</li> <li>• Ability to draft concise and informative reports in line with organisational requirements.</li> <li>• Good business skills.</li> <li>• Knowledge of tourism market.</li> <li>• Creative thinker with ability to engage business in the process and deliver.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Aberdeen and Aberdeenshire tourism product.</li> <li>• Knowledge of the cruise industry.</li> </ul>
<p><b>2. QUALIFICATIONS AND TRAINING</b></p>	<ul style="list-style-type: none"> <li>• Degree or equivalent relevant experience.</li> </ul>	
<p><b>3. EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• Experience of working within a hospitality / tourism environment.</li> <li>• Experience of working with the travel trade (e.g. operators, ground handlers, carriers).</li> <li>• Experience of working with a range of businesses across the tourism sector.</li> <li>• Experience of partnership working with both public &amp; private sector.</li> </ul>	
<p><b>4. DISPOSITION</b></p>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively and on own initiative.</li> <li>• Strongly motivated, reliable and conscientious with attention to detail.</li> <li>• Able to work under pressure and to tight timescales for delivery.</li> <li>• Confident – ability to lead where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Enjoys travelling.</li> <li>• Sense of humour.</li> <li>• Ability to encourage and develop teamwork within the workplace.</li> </ul>

## Person Specification

<b>5. SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Driving licence.</li><li>• Able to work out-of-office hours and spend time away from home as required.</li><li>• Ability to travel throughout the area and abroad.</li></ul>	
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