

# The National Trust of Trinidad and Tobago

## **JOB DESCRIPTION** **CONTRACTUAL POSITION**

**JOB TITLE: Outreach and Education Officer- Events and Marketing**

### **JOB SUMMARY:**

The incumbent is required to perform a variety of complex administrative and professional duties. Work involves the performance of research and campaign development; assisting in strategy and events planning and implementation; undertaking follow-up activities as required and performing as a liaison between the Trust and event promoters. Duties also include the supervision of vendors in the performance of related duties and member relations administration.

### **REPORTS TO:**

Business Development and Marketing Coordinator

### **SUPERVISION GIVEN TO:**

Staff as required

### **DUTIES AND RESPONSIBILITIES:**

- Supervises the work of vendors performing event and marketing related service contracts for the National Trust and reviewing work and providing guidance.
- Maintains a property rental calendar of Trust and Third-Party events at Trust Managed Properties
- Makes recommendations for improvement works to National Trust managed properties to support event rental services
- Facilitates site visits, invoicing and rental contracts for third parties using Trust managed properties for private events
- Conducts market research on National Trust membership and stakeholders and makes recommendations for operational and product improvements to strengthen relations with these sectors
- Supports the development and negotiation of sponsorship agreements
- Undertakes follow-up activities regarding the events and marketing work programme and decisions taken at meetings, workshops and conferences and submits progress reports.
- Undertakes research, conducts analysis and compiles data as directed.
- Assists in the preparation of budgetary estimates by obtaining relevant financial and other data for inclusion.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE:**

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of Marketing
- Considerable knowledge of Event Management

#### **SKILLS AND ABILITIES:**

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to design, implement and report on market surveys
- Ability to negotiate vendor agreements for service providers
- Ability to compose and prepare sponsorship documents and other documents such as letters, memoranda, minutes and reports.
- Ability to demonstrate problem solving skills.
- Ability to train and mentor employees.
- Ability to communicate effectively both orally and in writing.
- Ability to develop creative strategies and solutions to accomplish objectives.
- Ability to lead and work as part of a team.
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Ability to use initiative and to find solutions for work related issues.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of five (5) years' experience in an event management or marketing environment
- Training as evidenced by the possession of an undergraduate degree in marketing or a related field
- Training as evidenced by certification in digital marketing .

The National Trust is looking for a qualified candidate to fill the position of Outreach and Education Officer – Events and Marketing. Interested persons are invited to apply using the information below.

All application emails should state the desired position and must be accompanied by the following supporting documents:

Cover Letter

Resume

Names of 2 References

Completed applications should be delivered either hardcopy or email to:

Ms Pauline Philip  
Operations Coordinator  
National Trust of Trinidad and Tobago  
Mille Fleurs Heritage House  
23 Maraval Road St. Clair

Email: [info@nationaltrust.tt](mailto:info@nationaltrust.tt)

All applications should be submitted by 4pm on Monday 29<sup>th</sup> May 2023.

Only suitable, shortlisted candidates will be contacted for an interview.