



Project Coordinators (2) – Enterprising Tour Guiding Academy Programme TUI Futureshapers Women City Guides (London & Edinburgh)

Organisation: Women in Travel CIC

Location: Hybrid work (**London, Edinburgh**)

Contract Type: Part Time, Fixed-Term & Flexible

Rate: (£250-£325 per day depending on experience)

About Women in Travel CIC

Women in Travel CIC is a social enterprise dedicated to empowering women through employability, entrepreneurship, and engagement within the travel, tourism, and hospitality industries. The Tour Guiding Academy Programme supports women - particularly those from underrepresented or disadvantaged backgrounds - to build confidence, gain industry skills, and develop sustainable careers as immersive tour guides.

Women in Travel CIC is committed to safeguarding and promoting equality of opportunity. We welcome applications from all sections of the community and ensure that no applicant is treated less favourably on the grounds of age, disability, gender identity, marital/civil status, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.

We provide reasonable adjustments upon request and ensure that all recruitment decisions are made based on objective criteria and role-related skills, experience, and potential.

Role Overview

We are seeking 2 x highly organised, proactive **Project Coordinators based in London, Edinburgh**, to support the delivery of our Tour Guiding Academy Programme TUI Futureshapers Women City Guides supported by the TUI Care Foundation. The successful candidate will play a key role in participant recruitment/engagement, organising training and mentoring sessions, and providing ongoing support and encouragement to women enrolled in

the programme. You will work closely with the Programme Director to ensure the smooth and effective running of all programme activities.

Key Responsibilities

Recruitment & Participant Management

- Support outreach and recruitment of suitable women to join the Tour Guiding Academy Programme.
- Engage with community groups, partner organisations, and potential participants to promote the programme.
- Assist applicants through registration, onboarding, and pre-programme preparation. Maintain accurate participant records and track engagement and attendance.

Programme Coordination

- Organise, schedule, and coordinate training workshops, mentoring sessions, and related programme events.
- Liaise with trainers, mentors, guest speakers, and partner organisations to ensure session delivery runs smoothly.
- Manage logistics such as venue bookings, online meeting arrangements, materials preparation, and participant communications.
- Monitor programme timelines and ensure activities stay on track.

Participant Support

- Provide encouragement, guidance, and pastoral support to programme participants. Respond promptly to queries and help remove barriers to participation.
- Foster a positive, inclusive, and empowering environment for all women on the programme.

Collaboration & Administration

- Work closely and collaboratively with the Programme Director, providing regular updates and insights.
- Assist with programme documentation, reports, feedback collection, and data management.
- Contribute to ongoing programme improvements based on participant feedback and internal evaluation.

Skills & Experience

- Strong organisational, time management, and multitasking skills.
- Excellent communication and interpersonal skills, with the ability to build rapport and trust.

- Experience working with women from diverse backgrounds, including individuals facing barriers to employment.
- Confident in managing logistics, events, and administrative tasks.
- Competent in using digital tools (e.g., Microsoft Office, Google Workspace, Zoom).

Desirable but not necessary is experience in the travel, tourism, or hospitality sector, understanding of employability programmes or community-based initiatives and a background in social enterprise or working with underrepresented groups.

Most Important Attributes

- Empathetic, supportive, and passionate about empowering women.
- Positive, proactive, and solution-focused mindset.
- Culturally sensitive, respectful, and inclusive.
- Adaptable and comfortable working in a dynamic environment.
- Able to work both independently and collaboratively as part of a small team.

HOW TO APPLY

Please apply by 5 pm (UK) **WEDNESDAY 10 DECEMBER** by sending an email to Alessandra@womenintravelcic.com explaining

- Why would you like to be considered for this opportunity
- Why you think you are right for the job
- How you think you can make a difference

If selected, an interview will follow.

We are committed to respond to everyone and make a decision before Christmas, we are a small team, however ,so please bear with us, thank you.