

Job Profile



Job Title	Visit Alderney Accommodation Inspector
Department	Tourism & Marketing
Grade and salary	Self Employed – Invoice the department on completion of the work
Job reference:	Nov17/TM

The purpose of this role is to complete inspections of all tourist accommodation on the island, to include Guest Houses, Bed & Breakfasts, Hotels and Self-catering properties. All inspections will need to be completed and reported on by the end of March 2018 in time to grant the accommodation permits.

The Tourism and Marketing Department will provide you with a list of properties needing to be inspected to include contact details for each, you will make your own appointments to suit the accommodation managers. A check list will also be provided to ensure all points are met during the inspection, this will need to be completed and returned to the department along with a short overview of the property.

Job outline

- Organise your inspection appointments directly with the accommodation managers for a time and day which is convenient for them
- Undertake the inspection, documenting the process and completing the check list, ensure accommodation manager is happy and signs off the document
- Write up a short description of the overall standard of the accommodation to include bedrooms, bathrooms, communal spaces and welcome areas. To be presented back to the department along with the completed check list
- Produce and send a follow up email to thank the management for their time and explain next steps
- Once all properties are completed (deadline 26th March 2018) meet with the department to report back and hand over property files

Core competencies

- Excellent interpersonal skills: the ability to communicate and interact with accommodation providers
- Ability to quickly build a rapport with providers and provide positive messages throughout the process
- Communicate effectively in writing, this role will involve written reporting and communication through email
- Ability to work to deadlines whilst still providing equality work
- Able to be flexible with your time and work around accommodation providers
- Act as a role model for the States and Visit Alderney in accordance with our values statement.

To apply

Please email Helene Turner with your interest, relevant experience and hourly or inspection rate.

Helene Turner, Director of Tourism - Helene.Turner@gov.gg or call 822300