



# SAUNDERSFOOT HARBOUR

*and the*

## WALES INTERNATIONAL COASTAL CENTRE

### **Visitor & Operations Assistant**

Salary: £18,500 - £21,500 pa

Role: 1 Year Contract, Full time

The Wales International Coastal Centre (WICC) is a £10 million development currently underway at Saundersfoot Harbour, funded by the Welsh Government, European Funding Body and Coastal Communities Fund. The new development comprises of the Welcome & Heritage Centre, Ocean Square Plaza and Retail Units, National Events Deck and Coastal Schooner, Marine Centre of Excellence, and three interpretation centres focusing on the coal mining and maritime heritage of Saundersfoot, and the environment.

As part of this development, Saundersfoot Harbour are now seeking a Visitor & Operations Assistant to support our management team through fit-out and the ongoing operation of the Wales International Coastal Centre.

Primary responsibilities include:

- Assisting with the day-to-day operation and facilities management of the Harbour premises.
- Assisting with the running and development of the Welcome & Heritage Centre, Coastal Schooner, and Storm Centre.
- Assisting with the organisation, logistics and management of events.
- Assisting with marketing and promotion of visitor attractions and events.
- Assisting to maintain, update and increase the Harbour's online presence.
- Handling complaints and enquiries.

If you can offer experience in a customer-facing role within the tourism industry, facilities management, event coordination, marketing, public relations, or customer/community liaison, then we would like to hear from you.

For the full job description, please visit our website at [www.saundersfootharbour.co.uk](http://www.saundersfootharbour.co.uk)