

WE ARE HIRING!



TOURISM OFFICE TEAM MEMBER

Location: Sark, Channel Islands

Contract: Initial seasonal period with potential for renewal and progression

Hours: 20–25 Hours per week **Salary:** TBC

Application deadline: 4pm, 30th June 2025

Start date: As soon as possible

Share the magic of Sark with the world! Are you passionate about Sark's beauty, heritage and way of life? Do you love meeting people, being outdoors, capturing special moments and contributing creatively to a growing team?

This exciting new Tourism Office Member role is perfect for someone looking to launch or develop a career in leisure, tourism, events or digital content. You'll become a key part of our small but growing tourism team – welcoming visitors, supporting events and helping us showcase this unique island to a global audience.

Interested?



Further info



Please see below the key responsibilities and person specification for this role, including how to apply.

Key Responsibilities:

- **Welcome & Orientation:** Meet and greet visitors arriving at the top of Harbour Hill, offering friendly guidance and local tips.
- **Visitor Information:** Share knowledge of attractions, services and seasonal highlights to help tourists make the most of their stay.
- **Content Creation:** Capture the island through photos and short videos for use on social media and promotional materials.
- **Social Media Support:** Help develop and manage Sark's presence on platforms like Instagram, TikTok, and Facebook.
- **Event Promotion:** Attend local events, support logistics, and help market them to boost engagement and attendance.
- **Community Engagement:** Liaise with local businesses and contribute to collaborative tourism efforts.
- **Admin Support:** Assist with general office tasks, visitor data collection, and feedback tracking.

Person Specification:

Essential:

- Friendly, welcoming and confident in speaking to new people.
- Experience with use of social media (especially Instagram, TikTok, and Facebook).
- Creative eye for photography or video content.
- Good verbal and written communication skills.
- Self-motivated, reliable and well-organised.

- Interest in tourism, events or hospitality.
- Willingness to work occasional evenings/weekends.
- Desire to live on and contribute to the Sark community.

Desirable:

- Previous experience in tourism, events, or customer service (paid or voluntary).
- Languages useful – French / German.
- Familiarity with tools like Canva, photo editing apps, or social scheduling platforms.
- Knowledge (or interest in learning) about Sark's history, wildlife or traditions.

Recruitment Information:

- This role is being recruited in line with the Chief Pleas Recruitment and Selection Policy, which ensures fairness, transparency and equal opportunity for all applicants. We welcome applications from candidates of all backgrounds and experiences.
- All applications will be reviewed against the person specification by a shortlisting panel. References and right-to-work checks will be required prior to appointment.
- If you have a disability or require any reasonable adjustments to take part in the recruitment process, please let us know.

How to Apply:

Please send your CV and a short covering letter or video (2–3mins) explaining why you're excited about this role to: **jenni.robinson@sarkgov.co.uk** by 4pm 30/06/2025