



## Burns Tourism Partnership Project Manager

### Applicant Form

To apply for this role, please read the Application Pack for this post and send a CV and completed application form to Sarah Macdonald ([sarah@ssdalliance.com](mailto:sarah@ssdalliance.com)) by Monday 9am 29<sup>th</sup> June 2026.

#### Section 1: Personal Details

Full Name:

Address:

Postcode:

Email Address:

Telephone Number:

Right to Work in the UK:

Yes

No

(If no, please provide details)

---

#### Section 2: Equal Opportunities Monitoring (Optional)

*(This section is optional and will be separated from your application prior to shortlisting. It is used for monitoring purposes only and will not be used in the selection process.)*

- Gender:
- Age Range:
- Ethnic Background:
- Disability Status:
- Any other relevant information:

Prefer not to say

---

#### Section 3: Current Employment / Work History

##### Current or most recent role

Job Title:

Organisation:

Dates of Employment:

Role Description:

Brief description of your role (max 200 words):

### Previous Career History

Please provide a summary of prior roles, including titles, organisations and dates.

Summary: (max 100 words)

---

### **Section 4: Key Question – Proven Delivery Experience**

Please describe a project or programme that you have personally delivered which you feel is directly applicable to the Burns Tourism Partnership role.

(Max 500 words)

You should clearly explain:

- What the project was
- Your specific role and level of responsibility
- What actions you personally took
- What the outcomes were (with evidence where possible)
- Any challenges and how you overcame them

👉 *We are particularly interested in what you delivered—not what you were involved in, please therefore be very clear what you personally achieved.*

---

### **Section 5: Working Style and Approach**

This role requires a self-starter who can work independently, solve problems effectively, and deliver at pace. Please describe how you organise your work and ensure delivery against competing priorities.

(Max 300 words)

You may wish to include:

- How you prioritise competing demands
  - How you maintain momentum
  - How you ensure tasks are completed
- 

### **Section 6: Managing Progress and Accountability**

This role involves monthly progress reporting and a strong focus on outputs. Please describe how you track progress and demonstrate delivery in your work.

(Max 300 words)

You may wish to include:

- Use of targets, milestones or KPIs

- Reporting methods
  - How you respond if progress is off track
- 

### **Section 7: Partnership Working**

Please provide examples of your experience engaging with diverse stakeholders. How have you brought partners together, balanced competing priorities, and successfully delivered shared outcomes?

(Max 300 words)

You should explain:

- Who you worked with
  - Your role in coordinating activity
  - How you maintained progress and alignment
  - What was achieved
- 

### **Section 8: Developing Visitor Experiences / Commercial Propositions**

*(Desirable but not essential)*

Please describe any experience you have of developing visitor experiences, tourism products or commercially viable propositions.

(Max 300 words)

This may include:

- Tours, itineraries, events or attractions
  - Packaging or pricing experiences
  - Improving visitor journeys
- 

### **Section 9: Travel Trade Experience**

*(Desirable but not essential)*

Please describe any experience you have of working with the Travel Trade or developing trade-ready products.

(Max 300 words)

This may include:

- Working with tour operators or travel agents

- Developing bookable or commissionable products
  - Understanding international visitor expectations
- 

### **Section 10: Motivation and Interest**

Why are you interested in this role and what do you believe you would bring to it?

(Max 300 words)

---

### **Section 11: Additional Information**

Please provide any additional information you feel is relevant to your application.

(Max 200 words)

---

### **Section 12: References**

Please provide details of two referees:

**Referee 1:**

**Name:**

**Position:**

**Organisation:**

**Email:**

**Telephone:**

**Referee 2:**

**Name:**

**Position:**

**Organisation:**

**Email:**

**Telephone:**

---

### **Section 13: Declaration**

I confirm that the information provided in this application is accurate and complete.

**Name:**

**Signature (if required):**

**Date:**

This role has been made possible through funding received from Dumfries Town Board as part of the UK Governments Pride in Place Plan.