

# rayburntours

**POSITION:** Ski & Sports Tours Sales Consultant  
**SALARY:** £19,000 - £24,000 dependent upon experience  
plus additional on-target earnings of £2,000 - £10,000

## THE COMPANY

At Rayburn Tours, inspiring young minds and creating unforgettable experiences is at the heart of what we do.

Group travel specialists since 1965, we are an independent, family-run business based in Derby. Our growing team is dedicated to creating tailor-made, international trips for over 23,000 passengers each year. Specialising in educational trips, ski trips and sports tours for schools, as well as concert tours for all types of youth and adult ensembles, we aim to inspire our groups to seek adventure, embrace other cultures and learn new skills.

Our sister company, Venture Abroad, offers activity holidays for uniformed youth groups (such as Guides and Scouts) and works closely with the Trefoil Guild to provide an event management service for their Annual Meeting.

We organise a comprehensive package which is comprised of travel arrangements, accommodation, excursions, full itinerary planning and insurance, as well as a multitude of tour-specific extras including organising venues and publicity for concert tours, fixtures for sports tours and study handbooks (linked to the National Curriculum) across a wide variety of subjects for educational tours.

## THE POSITION

We have an exciting opportunity for a Sales Consultant to join our Ski & Sport Tours Department. After initial training, the successful candidate will be responsible for selling tours to a variety of destinations. The main duties are:

- Taking enquiries from clients via telephone or in person.
- Advising clients of the best solutions to their requirements.
- Compiling profitable and attractive quotations for clients and ensuring regular contact is maintained throughout the process.
- Liaising with airlines, accommodation centres and other suppliers.
- Carrying out sales visits/presentations to the Party Leader and/or group; these may include face-to-face meetings with group leaders and parents' evenings.
- Researching and undertaking destination and accommodation inspection trips (in the UK and overseas) where appropriate.
- Assisting in developing tours to new destinations and occasionally accompanying groups on tour.

It is expected that the successful candidate will occasionally carry out client visits / presentations. Whilst on-line meetings have become more popular recently, there may be the need for face-to-face visits. This will require flexibility as clients are located throughout the UK and visits may take place during evenings or at weekends.

There are fluctuations to the pattern of tours that we sell and operate and, consequently, there will be peak periods throughout the year when additional hours may need to be worked in order to complete the workload. We also operate an out-of-hours emergency telephone which is covered by staff on a rotational basis during the periods that our groups are on tour. All Sales Consultants take part in the Emergency Phone Rota, however, you will not be expected to have responsibility of this until full training has been completed.

There will be opportunities to travel to the destinations that we offer through inspection visits and familiarisation trips as well as accompanying groups as a courier or observer.

It is a full-time position (37.5 hours per week, Monday – Friday) based at our Head Office in Derby. We do have a flexible working policy which includes the option of hybrid working between home and the office. The start date is immediate and is therefore dependent upon the successful candidate's notice period.

## KNOWLEDGE & EXPERIENCE

### Essential Skills & Experience

- Excellent organisational skills, time management and attention to detail
- Excellent interpersonal skills
- Financial and commercial awareness
- Strong administration skills
- Full UK Driving licence

### Beneficial Skills & Experience:

- Experience of working in a sales environment
- Proven ability to hit set targets
- Knowledge of the travel industry
- An interest in travel
- An interest in skiing and / or sport
- Fluency in French, German, Spanish or Italian

## BENEFITS

- A basic salary of £19,000 - £24,000 (dependent upon experience)
- A commission scheme based on individual sales (OTE £2,000 - £10,000)
- 24 days holiday per year (increasing with length of service to a maximum of 27 days) in addition to all public holidays
- Cycle to Work schemes
- Contributory pension scheme
- Flexible Working Programme

## HOW TO APPLY

Applications should be e-mailed to Katie Boyden, Joint Managing Director and include a CV with a covering letter stating:

- Your current role and salary
- Where you saw this vacancy advertised
- Why you are a suitable candidate for this position

Please email your application to [recruitment@rayburntours.com](mailto:recruitment@rayburntours.com)

**Closing date: 24<sup>th</sup> September 2021**

