

Project Support Officer – Alice Springs

About TRC Tourism

TRC Tourism is a leading consultancy with over 25 years of experience delivering tourism, recreation, and conservation projects across Australia, New Zealand, and globally. We are committed to sustainable, authentic, and responsible tourism that is good for people and good for places.

We are an award-winning employer of choice, offering flexible, supportive and rewarding work opportunities that fit in with your lifestyle and passions.

Role Overview

As a Project Support Officer, you will contribute to a range of tourism and planning projects by conducting desktop research, market analysis, case studies, supporting business planning and drafting high-quality summary reports. You'll work closely with TRC consultants to help bring tourism experiences to life.

We are looking for someone eager to grow their knowledge of the tourism industry and work on projects across Australia noting there will be a focus on the Northern Territory and First Nations tourism development.

This role could be suited to a university graduate, skilled researcher or seasoned tourism professional.

Key Responsibilities

- Conduct desktop and field research for tourism and planning projects.
- Analyse market data and trends to inform business strategies.
- Assist in the development of business plans and project documentation.
- Support stakeholder engagement and consultation logistics.
- Draft and format reports and proposals in line with TRC's style guide.
- Collaborate with stakeholders, First Nations communities and project partners.
- Maintain accurate records and databases using SharePoint and other systems.

Essential Skills & Experience

- Strong research and analytical skills with the ability to synthesise information into clear summary/draft reports.
- Excellent written communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and virtual meeting platforms (Teams, Zoom).
- Ability to work independently and as part of a team.
- Strong organisational and time management skills.



Desirable

- Experience or a desire to work with or alongside First Nations communities.
- Familiarity with the Northern Territory tourism landscape.
- Creative writing and infographic design skills (e.g., Canva).
- Experience in project coordination or consultancy.
- Knowledge of TRA data and tourism auditing tools.

Location & Work Conditions

The position is based in our Alice Springs office.

Engagement conditions will be negotiated with the right candidate and may include permanent, part-time or casual options.

Remuneration

Competitive hourly rate based on experience and skill set.

How to Apply

Please send your resume and a cover letter outlining your experience and interest in the role to Donna Graf at donna@trctourism.com by Friday 22nd August 2025.

First Nations applicants are strongly encouraged to apply for this opportunity.

www.trctourism.com