

# Moloney & Kelly

DMC

## **Moloney & Kelly**

67 Shandwick Place

Edinburgh. EH2 4SD

**Tel: +44 131 656 5900**

**Website: <https://www.moloneykelly.com>**

Established in 1970, Moloney & Kelly, part of the Abbey Group, is a full-service award-winning Destination Management Company specialising in luxury individual travel, leisure groups, and incentives in Ireland and the UK, focusing on delivering unique travel experiences to our clients.

Today, the group sells under a number of distinct brands;

- **Moloney & Kelly (Incentive & Luxury travel)**
- Abbey The Destination Experts (Group and FIT travel experiences)
- Abbey Conferences (Conference management across Europe and beyond)
- Abbey Events (Events & Corporate meetings)

With over 50 years' experience, Moloney & Kelly are a team of expert staff offering a personalized service and delivering creative, exciting and successful client experiences.

## **WHY WORK FOR US**

- The Abbey Group is proud to hold a certification for being a Great Place To Work UK & a Great Place to Work Ireland
- Abbey Group is certified Gold for sustainability across all its brands
- Progressive Company
- Learning and development opportunities – individual training budget per year
- Active Social Committee and Green Team including free events throughout the year
- Deloitte Best Managed company for 16 consecutive years
- Hybrid/blended working option available
- Employee Assistance Programme – health & wellbeing support
- Company bonus scheme
- Flexible benefit contribution towards pension or health care plan
- Up to 60 days per year remote working abroad
- A paid day off on your birthday & an additional paid day off over the Christmas period
- Multinational workforce with over 30 nationalities

## **TITLE OF VACANCY:**

Leisure Programme Executive, UK FIT Leisure Department, Edinburgh (Hybrid)

**THE ROLE:**

Moloney & Kelly specialises in luxury individual and leisure group travel from the US and corporate meetings and incentive groups from around the world and the core objective of the position is to ensure the delivery of a top class and professional service to our worldwide client base.

**CORE DUTIES INCLUDE:**

- Develop and maintain strong relationships with both existing and potential new clients of Moloney and Kelly.
- A hands-on approach to developing FIT business for the UK from existing and potential new clients. Key to this will be developing a clear understanding of the client's needs and deadlines, offering existing and new programmes to fulfil those needs and ensuring that the client has all the necessary material and information to present this information to their clients whether in brochure or online format.
- Provide assistance to other Moloney & Kelly & Abbey UK staff in the business development and operations of agreed leisure and incentive group bookings.
- Work with the Moloney & Kelly (Abbey UK) team to ensure that company information and sample programmes are constantly updated, refreshed and reflect current special offers on the Travel Advisors websites of both Virtuoso and Signature Travel Networks.
- Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected in Tourplan
- Any agreed sales and marketing activities, either in Ireland and the UK or in the overseas marketplace. This could take the form of either desk-based activities or direct agent/client interaction, including attending trade shows.
- General office duties including booking confirmations via fax and email, filing, processing reservations including the preparation of client vouchers and invoices through the Company's reservations system (Tourplan) and the distribution of client welcome packs.
- Periodic out of hours emergency phone coverage
- The position may also extend to cover support in any of the Company's Groups and Operations Departments as the need arises.
- Support with the supervision of any staff/trainees assigned to the area.
- Any other duties as assigned from time to time by your Manager or Director (and this could be in another Department within Moloney & Kelly or the Destination Experts).
- You will report to FIT Team Leader, Moloney & Kelly UK, which may change at some point in the future.

Depending on role - Some international travel may be required and will be in compliance with the company's Business Travel Policy.

**REQUIREMENTS:****Essential:**

- Experience in a similar role/company is essential for this position.
- 3rd level education or relevant experience.
- Very good knowledge of MS Office.
- Proven track record in the development of client's proposals and operating those programs to the highest level within a fast paced and competitive environment.
- Ability to meet agreed timelines/deadlines.
- Excellent customer care and communication skills.

- Good team player with excellent communication skills who demonstrates pro-activeness and initiative
- Willingness to travel – mainly within Ireland & UK but also possibly to overseas locations.
- Fluency in verbal and written English.

**Desirable:**

- In depth knowledge of the luxury UK Tourism product a distinct advantage.

*The Abbey Group are committed to offering equal employment opportunities to all individuals, regardless of gender, race, religion, or disability. Our hiring process includes unbiased job postings, diverse interview panels, and objective evaluation criteria. We ensure equal opportunities for promotions, providing all employees with a fair chance to progress in their careers. We fully comply with UK equality laws and maintain a zero-tolerance policy for discrimination in the workplace.*

**REPORTING TO:** Team Leader, Moloney & Kelly UK  
**SALARY:** Negotiable depending on experience  
**AVAILABILITY:** ASAP  
**LOCATION:** Edinburgh (hybrid)  
**APPLICATIONS:** Application cover letter + CV to Derek Dear, [Derek@abbeyuk.com](mailto:Derek@abbeyuk.com)  
Deadline: Sunday 17th May 2026