PERSON SPECIFICATION

Job Title: Parks Commercial and Community Officer

Directorate & Section: Operational Services
Salary Grade: £30,060 - £33,143

EXPERIENCE:

- Demonstrated experience in a community-facing role, with a track record of supporting and liaising with community or volunteer groups.
- Experience in developing and delivering income-generating initiatives within public spaces, including events, concessions, vendor management, or commercial activities.
- Proven ability to plan, promote, and deliver public events and activities.
- Experience in securing external funding through grant applications.
- Experience in creating and managing content for social media.

KNOWLEDGE, SKILLS AND ABILITIES:

Essential:

- Excellent communication skills, both written and verbal.
- Ability to work effectively under own initiative and as part of a team.
- Strong organisational skills, with the ability to manage multiple projects simultaneously.
- Good written skills, particularly for creating compelling reports and grant applications.
- Exemplary customer service, with a professional and positive image.
- Commercial awareness, with the ability to identify and develop opportunities to generate income from parks through events, partnerships, and external vendors while maintaining community value.

Desirable:

- Working knowledge of fundraising practices and grant application processes.
- Experience in supporting funded programs, such as HLF activity delivery.
- Familiarity with data collection and reporting for project updates.
- Experience of managing vendor agreements, licences, or concessions within a parks or public realm setting.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

Essential:

- Full Clean UK Driving Licence

ADDITIONAL FACTORS

It is **essential** that the post holder has:

- Ability to work a flexible schedule, including evenings, weekends and bank holidays, to support events and community activities.
- A flexible and adaptable approach to the workload.