

# COMMERCIAL COORDINATOR



|                                 | ESSENTIAL  | DESIRABLE  |
|---------------------------------|--|--|
| <b>Qualifications</b>           | <ul style="list-style-type: none"> <li>GCSE English and Maths or equivalent qualifications</li> </ul>  | <ul style="list-style-type: none"> <li>Interest in urban green spaces, corporate partnerships, nature recovery, community engagement</li> </ul>  |
| <b>Knowledge and experience</b> | <ul style="list-style-type: none"> <li>Experience in conference and event sales, coordination, or venue-based customer service, or relevant experience in a similar role within hospitality, events, or commercial services</li> <li>Experience of negotiating and managing commercial agreements</li> <li>Experience of collating information and preparing proposals and reports.</li> <li>Experience of working in a fast-paced environment with the ability to resolve complex issues and demonstrate good judgement.</li> </ul>   | <ul style="list-style-type: none"> <li>Local to the area, or local knowledge of Oldham and surrounding communities.</li> <li>Experience working in or with charities, social enterprises, or publicly funded organisations.</li> <li>Experience of supervising retail and commercial activity within a visitor attraction or mixed-use public assets.</li> <li>Experience of working with volunteers.</li> </ul> |
| <b>Skills and abilities</b>     | <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills, with the ability to relate to a wide cross section of people: external clients and suppliers and internal colleagues and departments</li> <li>Excellent organisation and time management skills</li> <li>A commitment to excellent customer care.</li> <li>Ability to organise and present complex information from varied sources</li> <li>Proficiency in the use of Microsoft office applications (Excel / Word / PowerPoint / Outlook). Ability to use Client Relationship Management Software.</li> </ul> | <ul style="list-style-type: none"> <li>Creative and flexible approach to work</li> <li>Ability to thrive in a rapidly evolving and changing context.</li> <li>Experience of working in partnership and across a range of teams to deliver results</li> </ul>   |