

Urban Green Newcastle

Job Title: Enterprise Officer

Salary: £20,000

Responsible To: Commercial Manager

Job Purpose:

To support the Commercial Manager to develop the commercial, hospitality and retail offer, property portfolio and new business initiatives for the organisation in line with the Commercial Strategy.

Principal Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Coordinate new business initiatives with the Commercial Manager, leading on small projects within the portfolio.
- Manage relationships with concession license holders.
- Arrange and coordinate meetings and site visits and all associated paperwork.
- Provide business admin support at key Enterprise Board meetings.
- Provide admin support, handle calls and deal with general enquiries on behalf of the Enterprise Director where required.
- Manage the Enterprise enquiries inbox.
- Maintain filing systems and project management task lists.
- Undertake market research and support database development.

Person Specification

Job Title: Enterprise Officer

Category	Essential	Desirable
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Pro-active and enthusiastic approach to work • Excellent communication and interpersonal skills • Ability to prioritise workloads • Ability to work to deadlines • Ability to stay focused and positive in a fast-paced work environment • Excellent attention to detail 	<ul style="list-style-type: none"> • Knowledge of CRM systems • Knowledge of project management processes
Qualifications and Training	<ul style="list-style-type: none"> • Educated to Degree level or equivalent • Demonstratable proficiency of Microsoft Office package 	<ul style="list-style-type: none"> • Project management qualification
Experience	<ul style="list-style-type: none"> • Experience of working in a project management role in a multi-disciplinary team across different locations and venues • Experience of minute taking and following up on actions • Experience of providing support to individuals as well as a team • Experience of budget management and reconciliation including financial reporting • Experience of leading and managing multiple work streams 	<ul style="list-style-type: none"> • Experience of managing relationships with key partners and commercial tenants • Experience of working in a commercial environment • Experience of developing new business initiatives • Experience of providing admin support at Director level
Disposition	<ul style="list-style-type: none"> • Positive and enthusiastic with a can-do attitude 	

Category	Essential	Desirable
	<ul style="list-style-type: none"><li data-bbox="427 237 986 273">• Hardworking with great team spirit<li data-bbox="427 304 986 371">• Adaptable with a flexible approach to working<li data-bbox="427 409 1015 477">• Ambitious, with a willingness to learn and grown with the role	
Special Requirements	<ul style="list-style-type: none"><li data-bbox="427 551 935 618">• Ability to work outside of office hours as required	