

Team Days Co-ordinator Your Park Bristol and Bath



Location: Remote and shared workspace in Bristol
Contract: 12 months / 15 hours per week over three to four days
Salary: £25,000-£27,000 pro rata (dependent on experience)
Reports to: Head of Fundraising
Benefits: Company pension contribution, 25 days annual leave pro rata, birthday and Christmas additional leave, Disability Confident Employer, flexible and supportive employer.

Background

Your Park Bristol & Bath is an independent charity whose vision is for everybody to access parks' transformational health benefits. The charity raises funds from a variety of sources, one of which is through a social enterprise, Your Park Team Days.

Team Days are employee wellbeing and connection days delivered in parks across Bristol and Bath. They bring corporate groups together to make a difference to a park while building relationships, connecting with nature and being active outdoors.

The Team Days Co-ordinator will manage and lead on organising Team Days, including promotion, customer service, coordinating bookings and assisting with developing any future trading opportunities.

Because of the nature of customer service, we ideally need the Co-ordinator to work 15 hours across three to four days per week, to ensure communication and booking consistency. A driving license is preferred but not essential.

Key responsibilities

- Contacting potential Team Day customers, administering bookings and following-up
- Organising bookings and liaising with multiple suppliers
- Leading on the promotion of Team Days including through email and social media
- Attending Team Days across Bristol and Bath as required
- Managing stock and resources needed to deliver Team Days
- Completing regular research to identify and approach prospective customers
- Helping to identify potential longer term corporate partnerships and liaising with the fundraising team and corporates
- Ensuring all customers receive an excellent standard of care and service
- Generating and issuing invoices to customers
- Attend meetings and events as required
- Ensuring all communications and bookings are recorded on the charity's database
- Working closely with the Head of Fundraising and the wider charity team
- Reporting on bookings monthly, and income quarterly
- Any other tasks required to support the team

Please note, that this job description is not contractual and may change over time as agreed with the Head of Fundraising, CEO and Board of Trustees.



General requirements

- Adhere to Your Park's Policies and Procedures at all times
- Adhere to the regulations of key external bodies: Fundraising Regulator, Charity Commission and Information Commissioners Office.
- Participate in regular supervisions and appraisals
- Promote Your Park's name and brand positively
- Undertake any other duties as reasonably required

Essential skills, experience and qualities

- Experience in achieving financial targets
- Confident, energetic and enthusiastic
- Ability to manage a varied workload and work using your own initiative
- Employed for at least two years / a graduate / experience in sales, customer service, event management or similar
- Experience running events or activities
- Excellent communications skills
- Ability to travel and attend events when required, either using your personal vehicle or public transport (expenses reimbursed)
- Reliable and trustworthy with the ability to work efficiently at home and in the office
- Experience with Microsoft Office (Outlook, Word, Excel and Powerpoint)

Desirable skills, experience and qualities

- Experience working for a charity or in fundraising
- Experience using CRM systems and databases
- Full UK driving license

Diversity and inclusion

Our beneficiaries come from all walks of life and hire great people from a variety of backgrounds because it makes us stronger. If you share our values and enthusiasm for health, nature and accessibility, you will find a home here.

All applicants will be treated equally but we want to build our level of lived experience of barriers to parks. Therefore, we are particularly interested in receiving applications from people who are from ethnically diverse backgrounds, Disabled people, people who are caring for a loved one, and/or from low-income households. We are also interested in receiving applications from men as our workforce is predominantly women.

Please state in your cover letter whether you would like to be considered under our guaranteed interview scheme for Disabled or ethnic minority candidates. This scheme guarantees these groups an interview if they meet the essential skills, experience and qualities.

How to apply

Please send your application to jobs@yourpark.org.uk. Your application should include:

- Your CV
- A covering letter setting out how your skills and experience meet the person specification
- A completed an equality and diversity form (voluntary)

Application deadline: midnight Sunday 28th July. Interviews will be held on Wednesday 7th August in person. Please state if you are unable to make this date.

If you need any adjustments to the application process so you can apply. Please get in touch at jobs@yourpark.org.uk or 07742 881566.