


<b>Profile Title:</b>	Commercial Development Assistant	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Business Development Manager				
<b>Employee Management:</b>	None	<b>Grade:</b>	4	<b>Profile Ref:</b>	59246
<b>Purpose of the Post</b>					
To provide support in the delivery of retail activity, weddings, conferences, events and other income generating activity.					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>Assist with the organisation and delivery of income generating activities across the service e.g. room hire, wedding hire, functions and public events.</li> <li>Liaise with a range of internal and external stakeholders as required.</li> <li>Provide exceptional standards of customer care.</li> <li>Provide clerical support e.g. booking documentation, invoicing, updating website listings, minute taking and provision of data for the purposes of performance management.</li> <li>Bank service income according to procedures on a regular basis.</li> <li>Provide support in displaying, distributing, selling and place orders relating to commercial activity as requested.</li> <li>Answer enquiries from customers by telephone, email, letter and in person.</li> <li>Steward the museum galleries as necessary.</li> <li>Lock and unlock buildings and galleries including setting and un-setting alarms as directed and attend call outs with security contractor if needed.</li> <li>Operate the museum equipment and exhibits as required e.g. mill, boilers, range following service procedures and carry out duties in the parkland if required e.g. bin and car park machine emptying.</li> <li>Uphold health and safety and other regulations in the workplace at all times.</li> <li>Undertake any other duties commensurate with the role as requested by management.</li> </ul>					
<b>Education and Training</b>					
<ul style="list-style-type: none"> <li>Minimum 4 GCSEs including English and Maths.</li> </ul>					MeasureRank
<b>Relevant Experience</b>					
<ul style="list-style-type: none"> <li>Experience of working in customer focused environment.</li> </ul>					MeasureRank

<ul style="list-style-type: none"> <li>• Experience of working in a commercial environment.</li> </ul>	A / I	E
<ul style="list-style-type: none"> <li>• Experience of running events.</li> </ul>	A / I	D
<ul style="list-style-type: none"> <li>• Experience of working in a museum or gallery.</li> </ul>	A / I	D
<b>General and Special Knowledge</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Knowledge of museums.</li> </ul>	A / I	E
<b>Skills and Abilities</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Excellent verbal communication skills.</li> </ul>	A / I	E
<ul style="list-style-type: none"> <li>• Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers.</li> </ul>	A / I	E
<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> </ul>	A / I	E
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and prioritise work programme.</li> </ul>	A / I	E
<b>Additional Requirements</b>	Measure	Rank
<ul style="list-style-type: none"> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>• Work in accordance with the council's vision, priorities, values and behaviours.</li> </ul>	I	E
<ul style="list-style-type: none"> <li>• Able to undertake any travel in connection with the post.</li> </ul>	A/I	E