

JOB DESCRIPTION

Company	Kent and East Sussex Railway Company Limited
Job Title	Commercial Officer
Department	Commercial
Job Holder	
Reports To	Commercial Manager

JOB PURPOSE

To support the Commercial Department including the planning and delivery of railway events.

ROLE RESPONSIBILITIES

- Pro-actively manage safety at all times;
- Take a leading role in the planning, implementation, marketing and delivery of railway events in line with budget;
- Positively engage with all staff;
- Build a Commercial Department volunteer support team;
- Arrange company stands for trade shows and exhibitions;
- Provide administrative support to the commercial team;
- Perform any other reasonable tasks as may be required from time to time.

ROLE REQUIREMENTS

Due to the nature of our business, a flexible approach to working hours is an essential requirement of this role. As a volunteer led organisation it is essential to have a positive and enthusiastic attitude, the skill to consistently motivate colleagues, and to be an ambassador for the company in all activities and interactions.

RESOURCES FOR WHICH THE JOB HOLDER IS ACCOUNTABLE

People	Self & colleagues.
Budget	Events budget
Safety	Self & colleagues

JOB DESCRIPTION PREPARED BY

Name André Freeman

Signature.....

Date.....

ACCEPTED BY

Job Holder

Signature.....

Date.....