



Parks for  
London

## Partnerships and Development Officer Job Description & Person Specification

London's green spaces have never been more important, offering multiple benefits to all those that live, work, and play in the capital. Parks for London's mission is to ensure that London has a well-resourced network of high quality, safe, thriving, and innovative green spaces that are accessible and inclusive for all.

To achieve this, we work with the people who own, design and manage London's green infrastructure, bringing them together, developing and sharing good practice and resources, and supporting them to improve the quality and consistency of green infrastructure across London.

Parks for London wishes to appoint a Partnerships and Development Officer who is passionate about London's green spaces and excited by the opportunity to positively contribute to their development by enhancing the relationships and engagement with our [supporters](#), [networks](#), and strategic partners.

## About the role

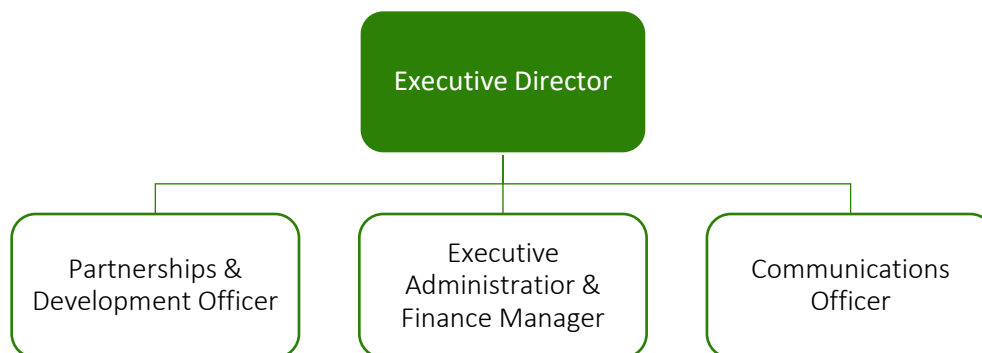
<b>Job Title</b>	<b>Partnerships and Development Officer</b>
<b>Location</b>	Home-based
<b>Contract type</b>	Permanent
<b>Hours</b>	35 hours
<b>Salary band</b>	£38,500
<b>Reporting to</b>	Executive Director

### Management & location

The post holder will be line managed by and work closely with the Executive Director. The post holder all also work closely with the rest of the team and on occasion with trustees.

This is a home-based role, but the post holder will attend monthly team meetings in-person, as well as board meetings and other meetings as required by the role both in-person and online.

### Staff team



### Conditions and benefits

- Full time, permanent post.
- Salary £38,500
- Workplace pension contribution at 3% of pensionable salary
- 26 days pa holiday + 8 days bank holidays, rising to 31 days after five years
- 35 hours per week
- Tax free home workers allowance of £26 per month
- Reasonable office and travel expenses, in line with Pfl's expense policy

## Job Description

The role will involve developing and nurturing relationships with those who own, manage, design or have an interest in green infrastructure by proactively facilitating our [networks](#) and supporter activities to engender more effective and collaborative working, knowledge sharing, and connection.

This is a great role for someone who is excited by working with senior stakeholders across London who play an active role in maintaining and enhancing London's green spaces.

The successful candidate will be a confident ambassador for the charity, and capable of building long term partnerships. The post holder will need to use their initiative, creativity and proven partnership building skills to enable the charity to expand and maximise the impact of its existing networks, support internal and external development, and plan and coordinate supporter-focused activities.

As part of a small charity, the successful candidate will need to be a team player, ready and willing to respond and adapt to opportunities and challenges, working closely with the rest of the Parks for London [team](#) and [trustees](#).

### Key responsibilities

The Partnerships and Development Officer will:

- Deliver and enhance our network and engagement programme to support green space owners and managers
- Support and coordinate the administration and delivery of a range of virtual and in-person network meetings and events
- Identify and develop relationships with potential new supporters
- Support the identification, and engagement of new audiences who could benefit from our work
- Identify and develop relationships with potential collaborators with whom we can work in partnership with, to maximise our capacity and expand our reach
- Support the sustainability of the charity by driving and maximising existing income streams as well as identifying and delivering new opportunities for income generation
- Represent Parks for London at events and wider engagement opportunities, and promote the interests of the charity, our services, and [our supporters](#)
- Keep abreast of local, regional, national and international funding opportunities to identify opportunities for both the charity and those in our networks
- Contribute to the ongoing monitoring and evaluation of Parks for London and our services
- Play an active role in strategic reviews, business planning, and contribute to the wider thinking and planning of the charity
- Carry out other duties and activities as agreed with the Executive Director

## Person Specification

### Skills, Knowledge, and Experience

We are looking for individuals who:

- are pro-active, ambitious, and keen to grow and develop Parks for London to deliver greater impact for [our supporters](#) and the sector;
- are excited about working collaboratively with multiple bodies, organisations and individuals;
- understand London and the unique opportunities and challenges presented by the city;
- are well organised, with excellent project management skills and able to coordinate and drive forward multiple work strands at any one time.

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
<b>Relevant Experience / Skills</b>	Demonstrable experience of building relationships with organisations across private, voluntary, and local government sectors  Demonstrable organisational and project management skills, including event coordination and management  Strong communication, interpersonal, and presentation skills  Experience of dealing with individuals at all levels of seniority across organisations  A commitment to delivering high quality supporter-focused engagement activities, advice, and support	Experience of networking and business development  Experience of working with different stakeholders and methods of partnership working  A background, interest, and understanding of some / all of the following: parks and green spaces; environment, health, biodiversity and / or climate change  Experience of working for, or with, a professional body, infrastructure organisation, membership organisation, or Institute  Experience of working in, or understanding of small charities

Attributes	Essential	Desirable
	Excellent IT & digital knowledge  Demonstrable ability to communicate effectively – verbally, in writing, digitally, and to adapt communications to audience  Accuracy and attention to detail	Ability to prepare material to support bids, presentations, and other print and digital marketing collateral  Research and analysis skills
	Flexible approach  Ability to work on own initiative	
<b>Additional Factors</b>	Based in or near London, to attend regular meetings and events in person  Ability to work from home or an office with an internet connection	Experience of remote working

Interested applicants (no agencies please) can arrange for an informal conversation about the role via email to Executive Director, Ed Stannard at [ed.stannard@parksforlondon.org.uk](mailto:ed.stannard@parksforlondon.org.uk).