



## Community Manager at School Space

**Applications close:** 27th December 2019 at midday

**Interview date:** 6th and 7th January 2020

**Start date:** Immediate

**Location:** London (but remote working possible for the right candidate)

**Hours:** 9:30am - 6pm Monday - Friday, plus at least one day of weekend work per month, with time taken in lieu

**Salary:** £35,000 - £40,000 p/a

**Contract Type:** Full time, flexible

**How to apply:** Please email [team@school-space.org](mailto:team@school-space.org) with a cover letter and CV.

**Applications without a cover letter will not be accepted.**

### School Space - Why

Like it or not, funding plays a critical role in a school's ability to deliver a great education, and we are unfortunately facing a funding cut crisis in the UK, the scale of which hasn't been seen since WWII. This is the first problem we're trying to solve.

Secondly, a recent study (conducted by the Eden project) identified that disconnected communities cost the UK economy over £32 billion/year. Extensive research has concluded that people feel happier, safer and more content when they live in connected communities and know their neighbours.

This is where School Space comes in.

### School Space - How

Schools have lots of spaces that sit empty on evenings, weekends, and holidays. We work with schools across the South East to help them let their spaces to community groups, which not only increases school income, it also makes affordable spaces available to the locals which in turn helps to build a thriving school at the center of a thriving community.

### School Space - Team

Founders James and Jemma have been working on this problem for 8 years, and recent success includes investment raises, 45 partner schools, and over a million generated for them. We've been on the Techstars 2018 Cohort, been nominated for Social Enterprise UK's Social Enterprise of the Year, and picked up a few awards and amazing networks along the way. Our team are committed to the nth degree and full of the belief that social business is the model of the future. We have endless determination to see School Space grow fast and well, scaling our impact across the UK and beyond.





## Community Manager

### The Role - Why

Our operation covers 45 schools (and growing), 90+ incredible part-time Community Connectors (the amazing people who open and close our schools) and thousands of events annually.

The Community Manager is responsible for leading, training and inspiring a group of our Community Connectors. You will have administrative support, but will lead the direction and engagement strategy to ensure our team are empowered with the tools to do their job.

### The Role - How

Key responsibilities include:

- **Line Management** - whilst most of our remote team work between 5-15 hours per week, they need a point of contact, and you must master supporting them individually whilst drawing on others in your team to balance this responsibility. You will also be line managing the Community Associates.
- **Developing and Leading an engagement strategy** - our Community Connectors (CCs) already engage via weekly videos from the co-founders and use slack to communicate, but we want you to revamp their 'journey' as a School Space team member, developing the touchpoints they should have to feel supported throughout their lifetime with us.
- **Developing a training programme** - you would be responsible for starting the 'School Space Academy', which will involve training new starters and providing refreshers for existing staff members.

What we want from you:

- Experience in leading communities, or managing large groups of people to success.
- A track record of developing a strategy yourself and seeing it through.
- Empathy and excellent people skills - an ability to manage but also inspire via 'low touch' methods including innovative techniques.
- The ability to self-start and self manage, to bring your own ideas to the table and manage them from start to finish.
- Excellent time management and prioritisation skills.
- Excellent written and verbal communication skills, comfortable with using basic tech tools such as slack.
- The ability and desire to work in a fast-paced, challenging environment with peers who challenge you to constantly improve.



- An eagerness to take on more responsibility, and you thrive on change - we are a start up and that means things are fast moving.
- Comfort in working evenings and weekends, as training will have to be done in these hours (expectation; one day of weekend work per month, taken in lieu)

**We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.**