



## Community Team Lead at School Space

**Applications close:** Thursday 29th August 2019

**Interview date:** Tuesday 3rd September 2019

**Start date:** Immediate

**Location:** London or Oxford

**Salary:** £18,000 - £22,000

**Contract Type:** Full Time, 11am - 7:30pm, Monday-Friday with some weekend work (as the team you lead would work evenings and weekends)

**How to apply:** Please email [claire.buckley@school-space.org](mailto:claire.buckley@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 schools 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. Across the UK, connected communities are simply not happening.

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 7 years, and recent success includes investment raises, 40 partner schools, over nearly 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 n<sup>th</sup> 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. In the mix we have Oxbridge graduates,



marathon runners, a pilot, industry veterans, an Olympic torch bearer and a man who once ran a marathon with no training/trainers for an onion bhaji.

## Community Team Lead

### The Role - Why

Our operation covers 40 schools (and growing), 80+ part-time Community Connectors (the amazing people who open and close our schools) and thousands of events annually. The Community Team Lead ensures our on the ground team are in the right place at the right time, and have the tools to do their job effectively.

### The Role - How

Key responsibilities include:

- Creating and maintaining our monthly staffing planners on excel, and uploading them to our shift allocation system.
- Follow our amendment process when new bookings are made, keeping on top of changes to staffing planners and shifts throughout each month
- Understanding our lock up and lock down process at our schools, how to schedule staff to complete it, and also complete it yourself semi-regularly
- Be overall responsible for ensuring every shift is covered, and attending yourself in the unlikely event of an uncovered shift
- Communicate with our wonderful local staff (Community Connectors) across the area you oversee - and ensure you build a good rapport with them
- Ensure that the team of Community Connectors have the right keys, uniform and training
- Report into the Staffing Lead and/or CEO at School Space to ensure every shift is covered
- Manage our on call system

What we want from you:

- Clean UK driving license and access to a car
- An amazing attention to detail and ability to follow a repeatable process without error
- Excellent written and verbal communication skills
- Accountability - you are used to taking responsibility for an area of work and are a 'self-starter' who will ensure the job is done well and to deadline



- Experience in dealing with the day-to-day responsibilities of leading and scheduling a team
- Resilience - the ability to deal with and thrive on challenges on a daily basis
- Curiosity with sincere empathy for team members - a people person
- An eagerness to take on more responsibility, and you thrive on change - we are a start up and that means things are fast moving

**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.**