

Job description: Community Manager

Contract: Freelance, 12 months, with opportunity to extend

Reports to: Director of policy & research

Location: Shoreditch

Pay: £150-200 per day

Hours: 3-4 days/week

Start date: 30th September

About the organisation

The Centre for Entrepreneurs (CFE) is the UK's leading entrepreneurship foundation. We work to make the country more entrepreneurial. Our activities are grouped under four key pillars:

- Delivering entrepreneurial development programmes;
- Researching the state of entrepreneurship and how to unlock potential in neglected groups, communities and locations;
- Building thriving entrepreneurial communities;
- Engaging and informing policy makers and the public.

Our entrepreneurial communities are informed by our research and serve as advocacy and best-practice networks that increase the quality and quantity of support for entrepreneurs. We have an exciting opportunity for a talented and experienced community manager to join us to develop and grow our two key member networks.

- We launched the [Refugee Entrepreneurship Network](#) in 2018. With 47 member organisations across 21 countries, supporting and advocating for refugee entrepreneurs on a global level, the network is unique. We have ambitious plans to increase the scale and reach of the network, to highlight the positive impact of member organisations' delivery work and campaign for improved support for refugee entrepreneurs, on a global scale.
- The [Incubator and Accelerator Network](#) was launched in 2017, bringing together leading figures from the UK's incubator sector. We currently have 30 member organisations - both academic and commercial organisations. The aims of the network are to improve incubators' support for high-growth startups through collaboration, knowledge-sharing and policy development.

About the role

We are looking for a passionate and engaging individual to lead the development and expansion of our networks, ensuring that they are recognised as the leading organisations in their respective areas. This will require energy, commitment and dedication to ensure that existing members remain engaged and active, and create demand from new members to join both networks.

In this role, you will

- Identify, recruit and onboard new member organisations;
- Build and curate each community – working across digital and social channels to drive awareness and engagement, linking network members to facilitate meaningful wider connections, maximising attendance at events and workshops (both face-to-face and virtual);
- Plan and deliver an engaging calendar of events, covering large-scale conferences and summits, video conference workshops and smaller, bespoke events and activities. You

company no: **07469562**

registered charity no: **1140102**

registered address: **centre for entrepreneurs, 1 mark square, london, ec2a 4eg**

will be responsible for planning agendas, securing speakers, creating promotional copy, promoting to members, driving registrations, and managing delivery;

- Curate and publish member- and third-party content for social media and monthly newsletters;
- Help the research team engage members in policy and research activities;
- Gather member feedback and insight;
- Track membership status and manage renewals.

What we ask of you

- A track record of developing and managing successful communities – through online and personal relationships;
- A passion for entrepreneurship and how it can benefit communities, open-minded about the potential for identifying and creating new opportunities, and not a single-issue specialist.
- A great communicator – face-to-face, written and on social media.
- Able to both ‘sell’ and manage community membership;
- Able to identify and track key community metrics; gather analyse and act on member feedback to improve engagement and participation;
- Comfortable managing a flexible workload and priorities across different projects.
- Eligibility to work in the UK.

Other considerations

NEF/CFE is based in a private WeWork office, near Old Street. We work in an easy-going but fast-paced environment, with a challenging and demanding client and supporter base.

This is a fantastic opportunity to lead the growth of two high-profile, high-impact networks, working with some amazing delivery and support organisations and people.

To apply

To apply for this position, please send your CV and a cover letter to Sabina Samek via sabina@centreforentrepreneurs.org before 13th September 2019. Interviews may begin before this application deadline. Applications without a cover letter will not be accepted.