

## Job description: Community Manager

**Contract:** Freelance, until April, with opportunity to extend

**Reports to:** Director of policy & research

**Location:** Remote

**Pay:** £15 - 18 per hour

**Hours:** 10 hours per week

**Start date:** Dec or asap

### 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 of support for entrepreneurs. We have an exciting opportunity for a community manager to join us to develop and grow our two key member networks.

- The [Incubator and Accelerator Network](#) connects and represents Britain's leading business startup programmes. It launched in 2017 and has 30 member organisations including universities, corporates, and non-profits.
- The [Refugee Entrepreneurship Network](#) is a global community working to improve the support available to refugee entrepreneurs. It launched in 2018 and connects 70 organisations across 30 countries. These include non-profits delivering business support to refugees, and key stakeholders including corporates, foundations, academics and governments.

### About the role

We are looking for a passionate and engaging individual to manage these networks, ensuring that they are recognised as the leading communities in their respective areas. This will require energy, commitment, and dedication to ensure that members remain active and engaged.

Ideally, we are looking for someone who can commit half a day per week, plus an hour or so per day for the rest of the week.

### In this role, you will

- Build each community – working across digital and social channels to drive member engagement, and linking members to facilitate meaningful wider connections;
- Schedule, source speakers (using internal recommendations), and drive attendance for member Zoom calls every two months;
- Curate and publish member- and third-party content for social media;
- Gather member feedback and insight;
- Track membership status and manage renewals.
- Schedule quarterly check-ins between the Director of Policy & Research and each member organisation.

company no: **07469562**

registered charity no: **1140102**

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

### What we ask of you

- 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 track record of developing and managing successful communities – through online and personal relationships;
- A great communicator — face-to-face, written and on social media.
- 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.

### Other considerations

CFE operates as a remote team and we welcome applications from anywhere. We work in an easy-going but fast-paced environment, with a challenging and demanding client and supporter base.

Due to the global nature of the Refugee Entrepreneurship Network, you may need to schedule occasional early morning or late night calls, particularly when engaging with our Australian members.

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 Ffion Fabian via [jobs@centreforentpreneurs.org](mailto:jobs@centreforentpreneurs.org) before 20<sup>th</sup> November 2020. Applications without a cover letter will not be accepted.