

Head of Business and Community

£40k-£48k

Full time

Closing date: Thursday 16 March

Interviews on: Monday 20 and Wednesday 22 March 2017

Email your CV and a cover letter explaining what makes you suitable for the role to info@edspace.io

About Edspace

Edspace is the UK's only co-working space for innovators in education. Located in a school in the heart of Hoxton, we offer a unique community and an annual programme of events to give education companies the best start. Members range from tech companies, such as a chatbot that teaches languages, to organisations that are starting new schools, such as Floreat Education.

We believe that radical innovation, backed up by robust evaluation of what works, can improve the life chances for millions of people.

We are the focal point for a growing community of education organisations and entrepreneurs.

About the role

We need someone who can continue to build Edspace as a successful enterprise - significantly increasing our scale and impact through a growing membership base and public projects. This is a key role in a growing company - you will have a small team to support you, but you will need to be prepared to take the lead, manage a varied workload and do what it takes to make Edspace a high quality and extraordinary place to work.

- You will be a natural entrepreneur and commercial lead - able to grow Edspace as a business, and support the member companies in developing their ventures

- You will be a seasoned networker and community manager - connecting the Edspace community internally and building a wide external contact base in education, technology and business to foster beneficial partnerships
- You will be a product developer - finding ways to improve and add value to Edspace membership and co-working space, decide price points and communicate membership benefits
- You will be a systems thinker - able to see the big picture, balance commercial success and local impact, and make strategic decisions to make Edspace stand out and steer us to success in a competitive co-working environment

Responsibilities

- + Run the P&L, create the business plan, set and manage budgets and report on management accounts
- + Generate additional income streams for Edspace including corporate sponsorship, space hire and others
- + Lead the expansion and upscaling of Edspace to reach full capacity in our current location, build a wait list and open additional space
- + Lead on impact projects transforming education in the surrounding neighbourhood to deliver on our social mission, create opportunities for member companies and become the go-to place for education innovation
- + Develop the annual programme of public events to raise the profile of Edspace and support member companies to grow their education ventures
- + Develop the annual programme of member events to build community in the space, and foster connections and collaboration across the network
- + Continually add value to the Edspace membership including preferred supplier benefits and business support opportunities
- + Build and lead a small team including a facilities manager and lead gen marketer, and manage resourcing including member hosts, interns or external experts
- + Run the monthly board meeting, reporting to directors on progress and strategy
- + Do other activities as necessary to run Edspace as a profitable and successful enterprise

About you

- + You'll be someone who loves people, who enjoys welcoming people in and sharing a lemonade or beer with lively member companies and CEO's
- + Someone who is passionate about making a difference in education and in our neighbourhood

- + Maybe you play the trumpet, or code, or paint. Maybe none of the above - but you have different interests
- + To your friends you are the organiser, the person who makes stuff happen
- + You are a free thinker who likes to bring people together
- + You'll enjoy working in a fast paced, creative, energetic space, with a close team

