



EDSPACE

Education + Innovation

Job:

Member host

Reporting line:

Reporting to the Operations Manager at Edspace

About the role:

Member hosts form an incredibly important part of the Edspace team by helping us to deliver an amazing co-working space for all of our clients. As a Member host you will get involved in a variety of different tasks to assist the team in ensuring Edspace provides a productive and thriving working environment. As a Member host you will dedicate one day a week assisting the Edspace team in the following ways.

- Managing the Edspace front desk, directing phone calls and responding to ad hoc client requests.
- Supporting our marketing team by capturing the amazing work of our clients and posting articles and blogs across our social media channels.
- Assisting our Ops team by processing access cards, DBS applications and ensuring the space remains tidy and productive..
- Supporting in a number of specific and on going projects as directed by the Operations Manager.

In return for working one day a week as a Member host, you will receive a fixed desk membership at Edspace (worth £300 p/month).

About Edspace

Edspace is the UK's only co-working space for innovators in education. Located in the Hackney College campus in the heart of Hoxton, we offer a unique community and an annual programme of events to give education companies the best start. We're home to over 65 amazing ventures who range from tech companies, such as a chatbot that teaches languages, to organisations that are starting new schools.

How to apply?

To apply for the role please send an email us at iwanttowork@edspace.io detailing why you want to join the Edspace team as a member host.