

Impact Hub Islington

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Community Lead

Impact Hub Islington

£24,000 per annum pro rata

0.8FTE (32 hours per week), weekdays, hours to be mutually agreed.

Overview

Impact Hub Islington opened in 2005 as a space to connect, inspire and enable people with entrepreneurial ideas for a better world. It sparked a movement that went on to inspire over 90 globally connected, locally-embedded Impact Hubs across 5 continents, supporting over 12,000 members. Impact Hub Islington currently supports around 200 members from across a wide range of backgrounds and sectors and is located near Old Street in Islington. More info: <http://islington.impacthub.net>

As a team, we look to challenge conventional norms of working and pilot new ways of doing things. In February 2017 we moved into a beautiful, larger home in partnership with Islington Council and community arts organisation All Change. This opportunity provides scope to expand our ambition and work, reaching a larger range of people in the local area.

We value every voice and decide our strategies collaboratively. As Community Lead, you will be given autonomy in the role and the ability to shape and drive it with your own approach and style.

The Role

We are recruiting for a dynamic Community Lead to work part-time at Impact Hub Islington.

They will be the driving force of our talented member community and at the heart of our work. They will be eager to know all about the mission and work of each member in order to connect them to each other, to new opportunities and to the wider community. They will be dedicated to enabling our members to be more connected, innovative and successful in their work whilst also feeling part of a wider community with shared values and culture.

A key aspect of the role will be to coordinate and support a proactive group of Member Hosts - people with a range of skills and experience who dedicate their time in exchange for membership.

Key responsibilities include:

Member Community

- Lead, model and inspire a friendly culture within the Impact Hub where every member feels welcomed and valued
- Make sure visitors and new members have the best possible induction and ongoing experience in the Impact Hub
- Actively reach out to members to find out what drives them, how they seek to grow and how our community can support them

- Connect members to new people, events and opportunities - both face to face and virtually - sharing stories, skills and contacts
- Coordinate and monitor a programme of buzzing community and business support events
- Support with some day-to-day administration in the space, such as answering phones, preparing the space for events and answering emails

Member Host Community

- Oversee a diverse Member Host team of up to 15 who exchange their time and skills in kind with Impact Hub Islington to support the community on a day-to-day basis
- Support the Member Host team to work together effectively and collaboratively
- Support individual Member Hosts in bringing their skills and experience to the role where appropriate
- Recruit and induct new Member Hosts when needed

Communications

- Be part of a team that creates strategic and engaging external communications
- Support in the production of member case studies, stories and thought leadership articles that demonstrate our mission, impact and values
- Oversee communication functions, including social media streams such as Twitter and Facebook, the maintenance of the blog and events web pages and by-weekly newsletter
- Lead on the roll-out of digital member communication platforms

Internal Team

- Work with the rest of the team to execute strategy and ideas
- Represent the Impact Hub at a global, national or London level within the Impact Hub network in relation to the above areas
- Contribute to the ongoing monitoring and assessment of our impact through team meetings, reports, surveys and team days

Requirements

The ideal candidate has demonstrable experience, skills and qualities in the following areas:

- Shares the mission and goals of the global Impact Hub network
- At least 2 years experience within community settings or volunteer management, preferably in engaging and activating groups of professional individuals towards a mission
- A people person, with strong interpersonal skills and high emotional intelligence
- Great communication skills, both face-to-face as well as in written form
- Confidence in negotiating boundaries with regards to an exchange programme
- Skill and enjoyment in supporting people to reach their fullest potential
- A deep interest in self-employment and small business, including start-ups
- An entrepreneurial approach and an ability to make things happen in a dynamic and fast-paced environment
- Mission-driven, with a positive attitude and high integrity
- Knowledge and insight into the social impact sector in London and the UK (preferred)

Reward

You will be rewarded with £24,000 pro rata adjusted for 0.8 FTE.

Perks also include:

- Being a core part of a social enterprise with a collective vision and an inspiring new space full of opportunity
- Be part of a global network of changemakers spanning from Oakland to Sao Paulo, Johannesburg to Jakarta.
- Work with a driven, entrepreneurial and talented team
- Impact Hub membership during and after employment
- Formal and informal professional development opportunities

Application

If this role interests you, please submit:

- A CV (max 3 pages) outlining your relevant skills and experiences
- A cover letter explaining why this role excites you (max 2 pages), why you are the right candidate for the role, when you're able to start and confirming that you are a British/EU citizen or have the right to work in the UK

If you're unsure about the role and want to find out more before applying, we'd be really happy to meet for a chat beforehand. Just email Julia (julia.oertli@impacthub.net) who will be thrilled to hear from you.

We'd like Impact Hub Islington to be representative of our Borough and the wider city at large and are interested in receiving applications from any candidates who feel they would be a good fit. We are currently a team of predominantly women and so welcome applications from men, people who identify as LGBTQIA+ as well as women. We also want to hear from people of Black, Asian and minority ethnic heritage, people with disabilities (including mental health conditions), and people whose background is working class.

All documents and links must be sent to annette.dhami@impacthub.net by **9am BST on Monday 13 March 2017**. Shortlisted applicants will be notified on Friday, 17 March 2017 and interviews will be conducted the week beginning 20 March 2017.