



Sales and Marketing Executive

£16,000 - £22,000 p.a., plus commission.

Does the idea of working in a start up business excite and intrigue you?

Do you love meeting new people?

Are you motivated by targets and do you strive to create impact?

School Space

We work with schools to rent out their halls and other facilities to the local community for regular groups and one-off events. Schools benefit by gaining funding that they can use to improve education and facilities for their students, and by connecting with its neighbours. The community benefits by having quality venues on their doorstep that house local clubs, activities and celebrations.

Our mission at School Space is to encourage schools to connect with their local community, and become more entrepreneurial. We're a social enterprise, which means although we take business seriously and want to expand, the community is at the heart of what we do.

School Space is currently based in and around Oxford, but we have ambitious plans to spread to other counties and regions, to increase our social impact, bring more communities and schools together and provide new income streams for schools.

We're passionate about having fun and being flexible to achieve the best possible outcome, and are big believers in getting out what you put in.

The Job

The role is full time, based in central Oxford, and paid £16,000 - £22,000 p.a. We are willing to be flexible with work arrangements, but above all require someone focused, diligent and self-motivated.

Your responsibilities would include, but are not limited to:

- Generating a regular flow of qualified leads. This will be in the form of winning and organising face to face meetings for the founders with companies both locally and nationally who would be using our schools.
- Striving to meet and exceed targets – we'll set mutually agreeable and realistic targets for sales activity (this will of course include commissions which we'd love to you to have).
- Meeting with our customers (mostly community groups, so you have to love meeting local people) and helping them to view the venues they'll hire.

- Managing our marketing strategy and how we reach the customers we work with. This would include our website, branding, and literature.
- Participate in regular strategy review activities – your engagement with our customer base will provide critical insights into our sales and marketing strategy. We don't want you to just sell, we want to involve you implicitly in how we grow and develop our company (you'll definitely become a key part of the School Space story!)

What kind of person are we looking for?

Our Executive will have:

- **Excellent written and verbal conversational skills** – This role almost exclusively customer facing, so your ability to produce engaging written content and interact with people on the phone/face to face is critical (it's massively important that you enjoy doing this as well).
- **Tenacity** – As this role is primarily focused on business development, you'll need to be able to handle and learn from rejection/negative feedback and turn it into business progress. You may have experienced this before in a fundraising or volunteering capacity.
- **Self motivation and a pro-active mindset** – ability to manage independent workload and work to agreed deadlines – at the moment it's a small core team, and whilst we'll support you as much as is humanly possible, there will be a requirement for you to work independently.
- **Personal confidence** – being comfortable negotiating with and dealing with clients in addition to resolving any issues as required. Not afraid of a fast paced work place.

You'll enjoy working with us if you:

1. **Care about your community.** We seek to provide space for local groups, but also to support schools and enable them to be at the heart of their community. You will help us to do that, and should be motivated and excited by the idea!
2. **Are self-motivated and respond well to flexibility.** This job is determined by you. We want to encourage growth within our organisation, but also to take on your ideas for how we can have a better impact and structure.
3. **Focus on execution and detail.** To provide good customer service, we need to ensure things are followed up, well organised and efficient - we need you to help us to do this!
4. **Love meeting new people.** This job is all about the people who make our business tick, and providing the customer service we pride ourselves on. You'll be interacting with different people each week, which should be exciting rather than daunting!

We are a growing organisation and there are likely to be vast opportunities for development within our organisation for the right candidates.

How to apply?

Send a CV and a covering letter telling us why you are perfect for this role to:

Jemma Phibbs - Jemma@school-space.org