



### Community Team Leader

Are you passionate about helping your local community work together and succeed?

Do you believe in supporting schools to achieve as much as possible, beyond education?

Are you looking to support your income in the evenings and weekends through a job that really *means* something?

### 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.

Why?

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. 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.

We are currently based in Oxfordshire, 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 hours for this job vary, and require self-motivation as you'd be working from the venues or home. Most roles will be about 5 hours a week, and paid at £10 per hour. You would be expected to reach around 5 venues in the local area, which may require driving. Expenses would be paid if that is the case.

**We expect you to:**

### Lead our team

- Orchestrating planners and shift allocation amongst our Community Connectors
- Minor training or refreshers for team
- Point of contact for questions and 'expert knowledge' of venues
- Collating feedback from staff
- Organising small staff socials quarterly

### Customer Service

- Providing viewings of our venues
- Liaising with Operations Manager about customer problems
- Staffing one off events that may require more supervision than our usual shifts

### Day to Day Operations

- Shift cover (provided at the start of each month)
- Distributing and cutting keys
- Monitoring venue regularly, including health and safety checks and cleaning checks

### 'Think Outside the Box'

- Organising socials and thinking of ways in which our team could better enjoy their jobs
- Venue projects, including attending school summer fayres and events in the local community as part of the School Space team
- Raising our profile in the local community and encouraging more customers to use the school

## **What kind of person are we looking for?**

Our Community Connectors and Team Leaders are:

- Organised and reliable
- Self-motivated and proactive
- Helpful and flexible
- Friendly, polite and excited by meeting new people
- Rooted in the local community (or willing and able to build these connections fast)
- Able to constructively share ideas on how their local school can better engage with its community
- Motivated by being part of an ethical, community based business
- Good at listening to feedback from our customers (both good and bad) and making sure those messages get back to our central team
- Great problem solvers, and not afraid of alarms!

We don't expect you to have any particular qualifications, but customer service experience would be an advantage. We do expect staffing planners to be filled in on excel, so an ability to input **basic** information is necessary. An ability to drive with a clean license is an advantage.

We are a growing organisation and there are likely to be 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 Sally Whiteside: [sally.whiteside@school-space.org](mailto:sally.whiteside@school-space.org). If you'd like to have an informal chat about the role, please call us on 01865 575678