



Community Connectors

Positions available in Didcot, Watlington, Headington, Botley, Oxford City Centre, Henley

Are you passionate about building links between your local community and schools?

Are you looking for meaningful, flexible work in the evenings and weekends to support your income?

We're looking for reliable, community-orientated, team-players, who are flexible and amenable to join our Community Connector Team. Bring all this and we'll give you all the training you need to have a bright future with us.

School Space

Our mission is to generate additional income for schools that they can use to improve education and facilities for their students. We do this by renting out school halls and other facilities to local community groups looking for high quality venues on their doorstep.

We are currently based in Oxfordshire, but are growing fast. We need superstar community connectors to help bring more communities and schools together, provide new income streams for schools, and increase our social impact.

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

The Job

Our Community Connectors are the backbone of what we do. We rely on them to be the link between our schools and community groups.

Key responsibilities include:

- Opening and closing local schools in the evenings and weekends
- Carrying out checks as necessary and light cleaning/tidying after bookings
- Providing great customer service and be key in communicating what's happening at schools to the operations team.

You will:

- **Offer exceptional customer service.** It is essential that you listen, understand and deal with customer and school queries and complaints in a way that positively reflects our brand
- **Set the standard.** We're very proud of our reputation, and we expect our Community Connectors to help maintain it. You will be the face of our service; we expect you to be friendly, polite, and extremely reliable
- **Be flexible, organised, and have excellent time keeping skills** to ensure that our bookings run like clockwork. We want happy schools and happy customers
- **Be open to receiving customer feedback** and sharing this with the wider team so that we can continuously improve our service offering
- **Keep us focused** as a social enterprise by sharing your knowledge of the local community with us.

The role has set days where you will cover locks and unlocks at the school. Each slot takes on average fifteen minutes (though you are contracted for up to an hour) and is paid at £8.50.

We also offer you the opportunity to expand your career path and lead your team, through additional responsibilities including those based on marketing, social impact tracking and reporting.

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.

How to apply

Send a CV and a covering letter telling us why you are perfect for this role to Sally, our Venue Manager - Sally.Whiteside@school-space.org

If you'd like to have an informal chat about the role, please call us on 01865 575678.