



### **SMALL WORKS COMMUNITY MANAGER**

If you're a socially driven person with an eye and energy for innovative community ideas, and someone keen to work with some of the most caring and clever social entrepreneurs in London, Clear Village Charitable Trust has an opportunity for you! Clear Village is a charity organisation that thrives on experimental and inventive social impact projects, and we're looking for someone to manage one of our most successful projects: Small Works Kings Cross. Small Works Kings Cross is a social enterprise and community hub; a new type of co-working and community space that brings together community members and social entrepreneurs in a partnership that fosters direct social impact.

Working together with the Peabody facilities manager you'll ensure the day to day life at Small Works runs smoothly. You'll be leading on the development of the Give-Back programme, working together with Small Works members to invent new projects driven by the specific needs of the neighbouring estate. You will be the main point of contact for our community stakeholders, attending community events and meetings, talking to residents and external community organisations, and ensuring that we do with the community is locally relevant.

The Small Works Community Manager requires an industrious, passionate individual with their finger on the pulse of social entrepreneurialism in London. This position is a special opportunity to build creative community relationships and ventures in Kings Cross, but also requires someone who doesn't mind to get his/her hands dirty with the tasks related to the day-to-day management of the space. If you aren't afraid to oversee a bustling and dynamic space that facilitates the type of change that means something get in touch!

## Requirements

- + Outgoing personality – You will be on the frontline of community engagement and balance stakeholder relationships with both friendliness and tact
- + A natural leader - Small Works Kings Cross requires direction, instruction, and guidance to ensure members have successful Give Backs
- + Facilities management skills - Ensuring the Small Works space meets the needs of the people who work there and reporting repairs/ working with Peabody's facilities manager
- + Problem Solving Skills and Resiliency - The ability to be independent and solve challenges without breaking a sweat
- + A passion to deliver positive social impact through your work

### Desirable:

- + IT skills
- + Knowledge of graphic design, video/audio editing, photo editing