

## Job Description | Programmes Manager

### The Opportunity

Impact Hub King's Cross is looking for an energetic and highly motivated Programmes Manager to join our core team in an exciting time of growth. The Programmes Manager will be responsible for running one or more programmes, including project management, advising entrepreneurs, delivery and reporting/evaluation activities. We are ideally looking for someone whose interests and experience match one of more of our key focus areas: sustainable and ethical food, climate change, creative arts and diversity and inclusion.

The successful candidate will report to our Programmes Director and energetically support the Programmes team as well as working with our Community Manager to add value to the Impact Hub King's Cross members' experience.

**The contract is permanent with a 3 month probation period.**

**Starting Salary:** £25,000 - £29,000 per year (depending on experience) plus pension and profit share.

**Application deadline:** August 31st, 2020.

### About Us

Our purpose is to catalyse entrepreneurial action for a better world. We do this by supporting and promoting social entrepreneurship through a collaborative community of like-minded members in a shared workspace, supported by community events and a range of business support and programmes from early-stage incubation to scaling, delivered by us or in conjunction with partner organisations.

Impact Hub King's Cross is part of a global network of Impact Hubs whose mission is to inspire and support social innovators to realise imaginative initiatives for a better world. Impact Hubs do this by offering flexible membership of highly resourced places for innovators to access space, connections, knowledge and investment.

Impact Hub King's Cross is experiencing a period of programmatic growth, offering our programme participants and members valuable support to survive and thrive through COVID-19. As a team we are connected, collaborative and entrepreneurial, acting with our values at the forefront.

For more information see: <http://kingscross.impacthub.net> | <http://impacthub.net>

### Application

If you have the relevant experience for this role and would like to apply, please send your CV and a Cover Letter outlining why you are the perfect fit for the role, and how you meet the person specification to: [kingscross.recruitment@impacthub.net](mailto:kingscross.recruitment@impacthub.net)

**Please use the subject heading:** Programmes Manager

**Deadline for application:** Due to an expected high level of applications, we may close for applications once we have received a large volume, so please apply early to ensure your application is considered. No applications will be considered after 9.00am on the 1st of September 2020.

**Interviews will take place:** September 3rd/4th

**Start date:** Ideally as soon as possible after the interview

*Due to the level of applications expected, we regret that we may only be able to reply to successful applicants.*

## The Role

As the Programmes Manager you will be responsible for:

- Delivery of one or more programmes for social entrepreneurs, including project management and tracking, recruitment of participants, mentors and experts, publicity and marketing, event/workshop organisation and delivery, enterprise diagnostics, business advice, stakeholder management and reporting/evaluation;
- Working closely with Impact Hub Global and other Impact Hubs to deliver collaborative programmes;
- Contributing to planning and partnership building activity to develop new programmes, workshops, events and other services at Impact Hub King's Cross, particularly those around starting up or growing social enterprises;
- Member capacity building: work with the Community Manager to engage the Impact Hub King's Cross community, assess members' needs and offer opportunities to help them develop their business and social impact;
- Identifying opportunities for partnership working for Impact Hub King's Cross members and Programme participants;
- Contribute to the Impact Hub King's Cross members' mentoring scheme;
- Contributing to the Development and Programmes Teams to ensure high standards of design and delivery in our business support offerings;
- Contributing to the achievement of financial targets by managing your project budget, fostering membership sales and by promoting and delivering business services and contracts.

## Person Specification

### Essential Experience and Skills

- Experience in supporting social enterprises to start up or grow
- The ability to diagnose and advise on both practical and strategic improvements to business growth
- Experience of working successfully in partnership with multiple stakeholders
- Experience in project management and reporting, particularly for an advisory or mentoring programme
- A positive attitude towards the public
- Exceptional communication skills both in person and online, in writing and verbally
- Knowledge of and enthusiasm for the social economy and values driven business

### Desirable:

- Experience of having run your own small business
- Experience of writing and delivering business plans

- Experience and interest in one or more of the following sectors: sustainable/ethical food, climate change, creative arts
- Knowledge around inclusion and implementation of inclusive practices
- Events and workshop programming and events management experience
- Ability to design and develop new programmes and services suitable for social entrepreneurs
- Contacts within social enterprise sector organisations and awareness of opportunities for social enterprises in London

**You**

- Are a confident self-starter, persistent and patient
- Thrive in a small team with an entrepreneurial feel
- Have values driven approach to your work
- Are a confident multi-tasker
- Demonstrate attention to detail
- Are motivated by delivering high quality outputs, often to tight deadlines
- Can operate in an environment characterised by change
- Are keen to build and develop the role as suits the needs of the business

We are happy to consider qualified candidates interested in working flexible hours or job share.

We also welcome candidates from diverse backgrounds and offer a working environment that has step free access. Feel free to reach out to us if you would like to discuss specific accessibility needs.