

Community Coordinator Overview

Development – we'll reward you as your experience, network, and confidence grow. We'd expect you to be a Connector within twelve months, with your salary moving up to the £26k-£27k and then Super Connector within two years with a salary in the region of £28k-£30k.

Up to £25k - £30k per annum salary plus travel expenses and bonus opportunities depending on experience

- The opportunity to work from home or at your local coworking space
- Mileage costs covered for your car
- 5 weeks holiday per year
- Laptop and phone covered for work
- Contribution to work-from-home costs
- Loads of free food and drink from all the events you'll be involved in
- Access to a staff pension

Job Description

Role Purpose – working on behalf of our clients to undertake all the tasks required to build digital and tech communities.

Including:

- Support the organising and hosting of a variety of events, from small evening meetups to significant day-long annual events
- Help to set up all the technical aspects to monitor event attendance, such as online ticketing platforms, promoting via social media, managing attendance and getting feedback from attendees
- Learn to network on behalf of the business and our clients at a variety of events across the region
- Reaching out to tech and digital businesses to grow a network and understand how we can support them
- Work with other stakeholders, particularly in the public sector and be a champion of Community Building, influencing others into the importance of building ecosystems
- Be visible and active on social media to enhance relationships within the tech communities you operate in
- Be prepared to pick up the phone and reach out to potential business clients for business engagement
- Attending trade events and speaking to potential new clients on behalf of our business
- Be well organised and deliver on any promises you make
- Become a connector, and understand the importance of making introductions between stakeholders for collaboration and Innovation

Person Specification

You may have some of the skills below and be keen to develop others. If that's the case, we'd like to hear from you.

Essential

- Organisational skills, perhaps you've organised small events in the past or group activities.
- Experience in presenting in front of groups, whether in education or work.
- Enthused about meeting new people, ready to reach out to others and make them feel comfortable in your presence, a real social butterfly!
- Confident user of social media.
- A reputation for delivering on promises and getting things done.
- Able to demonstrate where you've done some community building activity in the past, for instance, created a sports team, led on social projects, or generally brought people together around a theme.
- Well organised and able to take the initiative in situations. We are still a micro business, so you'll be working alone a fair bit once you get going, but it's all hands on deck.
- You will need access to a car and a driving license, with a commitment to travelling across the region to build relationships.
- Living in or within commute distance across the whole of Lancashire.
- Open to working flexibly.
- Love to build relationships.
- Willing to roll sleeves up; our company motto is "There's no such thing as it's not my job."

Desirable

- Knowledge of the digital and tech sectors.
- Sales skills.
- Knowledge of content marketing strategies.

Behaviours we expect

- Honesty and integrity, do the right things when no-ones watching.
- Being proactive. If you've nothing to do, don't wait for someone to tell you. Make things happen.
- Diplomacy, tact, and empathy. We expect you to try and see everyone's point of view.
- Positive attitude towards equality, diversity, and inclusion.
- Roll your sleeves up; there's no such thing as "It's not my job".

About us

Our company is D & S Knowles Consulting Ltd. There are just two of us in the business, Dan & Stacie, but 2023 is the start of our growth. Stacie runs all the back office and systems and works for our clients on governance. Dan is energetic, constantly networking and delivering events with partners.

We specialise in Innovation led Community and Ecosystem development. We bring people together in commercially sustainable situations for growth and Innovation. Currently, we work with Lancashire County Council to deliver Lancashire Digital Hub and support the delivery of the national Skills Bootcamps programmes. We also work with several SME clients supporting their growth, and regularly undertake projects for universities and corporate clients.

We started as life delivering the commercial aspects of Lancaster on Ice, a hugely successful and Innovative Christmas wonderland in Lancaster City Centre. We then delivered a project to open a tech hub in Lancaster called Fraser House and have since gone on to lead the Lancashire Innovation Festival and the creation of the Lancashire Digital Hub.

The future is bright as we receive more enquiries to build innovation ecosystems, accelerators, and skill support programmes for several clients.