

Job Description



Job title:	Community and Events Manager
Department:	Venture Studio
Reporting to:	Marketing and Partnerships Lead
Salary:	£37,166 per annum
Hours:	35 per week
Location:	Based in London (some travel required)
Contract type:	Permanent

Aim and influence

- Build and nurture a dynamic community of entrepreneurs, leading our day-to-day outbound activity and building a robust pipeline directly contributing to our investment targets.
- Open doors through social media campaigns, distinctive content and engaging events. You will generate inbound leads for exciting investment opportunities and partnerships, while helping us to understand which activities have the highest value.
- You will work closely with our Program Manager to engage portfolio companies and our networks throughout Crisis, including strategic projects with experts, members and 11 Skylight Centres across the UK.
- You will work closely with the Changing Lives Manager, to build and manage the community of alumni entrepreneurs.

Financial and supervisory responsibility

- Supervision of volunteers.
- Delegated budget responsibility.

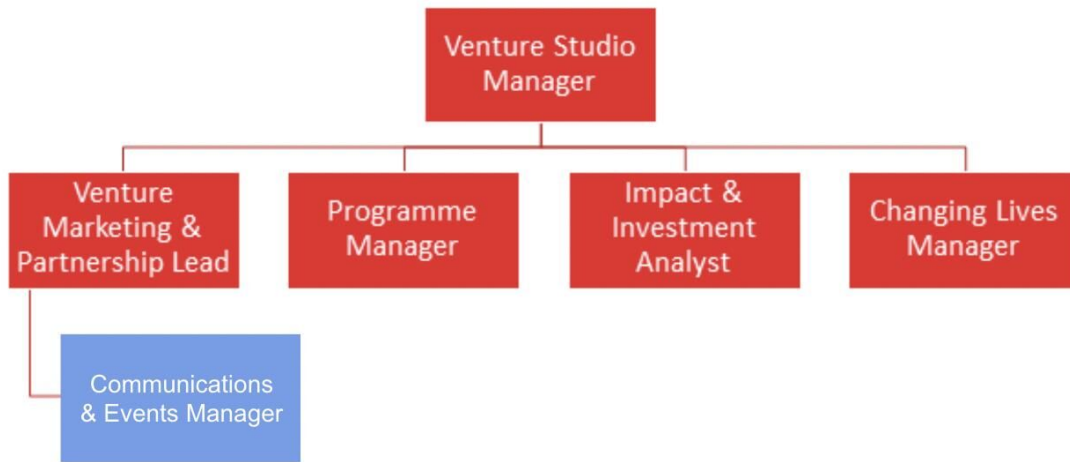
Other key details

- Fixed working pattern with regular evening and some weekend work required
- Working from home will be considered in line with Crisis' homeworking policy
- Some travel around the UK is required



**Together
we will end
homelessness**

Organisational chart



Please note structure is subject to change

Job responsibilities

Start conversations

- Originate relationships with start-ups that can accelerate the end of homelessness. You will confidently work with founders, to understand how we can make an impact together and tackle challenges by matching them to the expertise of our partners in collaboration with our Programme Manager
- Craft persuasive and targeted copy, as a key contributor to our investment pipeline. You will work with thought leaders, and work towards becoming a thought leader yourself. We want you to use your L&D days!
- Collaborate with stakeholders throughout Crisis. You will foster intrapreneurship projects, run internal events and seek expert input on our investment opportunities.

Build communities

- Independently manage our social media presence, with an emphasis on proactive, scheduled and strategic sharing of expert voices that attract relevant opportunities
- Execute a program of events and measure their impact on our pipeline of investment and partnership opportunities.
- Activate our existing links with founders and funders through sector-specific networks.

Make an Impact

- Contribute to our Investment Thesis, including our Impact Management Framework and ESG practises and ensure we are thought leaders and this and can evidence our impact on ending homelessness
- Continue to develop our Objectives and Key Results framework, evidencing the impact of your work on ending homelessness, the wider entrepreneurial ecosystem, our work culture and general business objectives
- You will lead on our diversity and inclusion strategy, embedding data into our practice and productively engaging with expert networks to cultivate an inclusive culture in the Studio.
- Craft a scouting policy to inspire and remunerate those who discover diverse-led ventures.
- Continue to strengthen our work around co-production with Experts by Experience. Incorporate lived experience in our decision-making process. You will be responsible for opening doors between Members and our pipeline, portfolio, partners, and processes.

General responsibilities

- Actively encourage and support member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims
- Follow Crisis policies and procedures, including health and safety
- Carry out other reasonable duties that may be required

Person Specification

Essential

1. You have a track record building a community online and offline. This could be anything from a brand's social media following, to a blog about your hobby - we want to learn about a distinctive group of people that you deliberately brought together.
2. You can confidently and independently organise, manage, and promote real life, virtual, and hybrid events.
3. You enjoy making a complex topic relevant, using your story telling abilities to engage diverse audiences. We are among the first to address homelessness in this way, so we need to create opportunities to bring people on the journey.
4. You have experience managing and growing social media channels (LinkedIn, Twitter), using email marketing tools to engage a community and can use design software such as Adobe InDesign, Cava or something similar to create compelling content

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5. You have outstanding analytic skills and a knack for testing and explaining your ideas with data. In this role, you will be a key contributor as we select which social issues to tackle, which start-ups to fund, and what stories we should be sharing.
6. You can prioritise for impact in a fast-changing environment. We will expect you to articulate why you are working on something and how we can best help you.
7. Knowledge of and ability to comply with safeguarding procedure.
8. A commitment to Crisis' purpose and values, including equality and social inclusion.

Desirable

1. Experience using email marketing tools
2. Experience using website building tools
3. Experience using design software such as Adobe InDesign, Canva or similar.
4. Experience of working in an entrepreneurial environment.
5. Knowledge of causes and solution to ending homelessness

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team jobs@crisis.org.uk It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

Please note! If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

How quickly will I know if I have been shortlisted?

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Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

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If your query has not been answered above, you can contact the Recruitment Team jobs@crisis.org.uk for support.