MAY 1, 2025

RECRUITMENT PACK
WHITCHURCH COMMUNITY MANAGER

JOB ROLE AND PERSON SPECIFICATION

Job Title: Whitchurch Digital Hub Community Manager

Reports to: Senior Management, BizEd Projects CIC

Location: Whitchurch Digital Hub, 42 High Street, Whitchurch, Shropshire, SY13 1BB

Working Hours: 30 hours per week (open to job share, flexible working)

Salary: £21,907.20 per annum (pro-rated from £27,000 FTE, 37hrs)

Role Overview:
As the Whitchurch Digital Hub Community Manager, you will be responsible for the day-to-day running of the Whitchurch Digital Hub. You will lead the growth of our digital and climate education services, coordinate volunteers, spearhead new training initiatives, and represent BizEd Projects CIC within the local community.

Main Responsibilities:

- Manage the daily operations of the Whitchurch Digital Hub.

- Develop and grow BizEd's digital and climate education services and outreach programs.

- Recruit, coordinate, and support volunteers.

- Plan and implement new digital and climate training initiatives to meet community needs.

- Maintain a welcoming and professional environment at the Hub.

- Act as the face of BizEd Projects CIC in Whitchurch, building relationships with stakeholders, partners, and local residents.

- Ensure the effective delivery of all projects based at the Hub.

- Report progress and feedback to Senior Management regularly.

Person Specification:

- Strong leadership and coordination skills but can work as part of a team.

- Experience with digital skills training or service delivery.

- Interest in sustainability and climate change.

- Excellent communication and interpersonal skills with all ages.

- Ability to work independently and flexibly.

- Commitment to the mission and values of BizEd Projects CIC.

Essential Skills and Experience

- Good level of digital skills including MS Office and creative media.

- Strong written and verbal communication skills and attention to detail.

- Good understanding of outcome-based funding and impact measurement.

- Ability to monitor budgets, timelines, and deliverables effectively.

- Organised, self-motivated, and able to work independently.

- Familiarity with the community, education, or third-sector funding landscape.

Desirable Skills and Experience

- Familiarity with digital inclusion or education-related projects.

- Knowledge of reporting tools (e.g., Excel, CRM systems, or funder portals).

How to Apply

Please submit the following documents:

- A CV (2 pages maximum)

- A cover letter outlining your suitability for the role

Or

- Video explaining why you would be good for this role (less than 2 minutes)

- Optional: Portfolio / References

Send your application or video link to: **digital@bizedprojects.com**

Deadline for applications: **10pm 15th May 2025**
Expected interview dates: **Monday 19th May 2025**

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4. About Us

BizEd Projects CIC is a Community Interest Company limited by guarantee with 3 co-directors. It's purpose is to operate in an ethical and financially sustainable way and support the growth and development of community services for Whitchurch, with a focus on digital and climate literacy. We aspire to enable greater rural resilience and social cohesion.

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5. Recruitment Timeline

Stage	Date
Application Deadline	15th May 10pm
Shortlisting	15th-16th May
Interviews	19th May
Offer Made	21st May
Start Date	As soon as possible

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6. Equal Opportunities Statement

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

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7. Data Protection and Privacy Notice

All application information will be handled according to UK GDPR standards. Your personal data will only be used for recruitment purposes and deleted within 6 months if your application is unsuccessful.

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8. Contact

If you have questions about the role or the application process, please contact:
Laura Scotland or Vicki Ayton, digital@bizedprojects.com

Last updated: 1st May 2025