



Dear Candidate,

Thank you for your interest in becoming the Community Manager for The Evidence Quarter.

The Evidence Quarter (The EQ) is based on a floor of Albany House, Petty France, Westminster and brings together leading evidence institutions to collaborate, share office space and back-office functions.

What Works for Children's Social Care (WWCSC) is the head tenant of The EQ and is looking to recruit a Community Manager for this space. The other organisations involved are a number of [What Works Centres](#). This idea for co-location of organisations should prevent duplication and allow better collaboration between the What Works Network and other evidence-minded organisations.

The space will be used in a variety of ways: as offices, as a flexible events space and as tenanted space to other leaseholders. To meet these different demands, WWCSC is looking to recruit a dynamic and organised individual who can support the various tenants, building a community as The EQ is established and grows. The role will enable The EQ to achieve its aim by facilitating the organisations to become greater than the sum of their parts.

The post holder will be central to the success of The EQ, ensuring the organisations work collaboratively and feel part of something bigger - particularly at a time when we are moving to hybrid working, when bringing people together in a physical space has changed. They will have strong organisational and interpersonal skills and be the first point of contact for members of The EQ.

Thanks once again for your interest.

Michael Sanders, Chief Executive, What Works for Children's Social Care



Responsibilities

The Evidence Quarter (The EQ) has over 100 office users, across nine organisations; we are all moving back to the office working part-time and are looking for an individual to build this unique community by developing and hosting an ongoing programme of events and supporting tenants.

- Creation of a collaborative environment amongst The EQ members through events, activities and personal introductions.
- Building positive relationships across The EQ, resolving tensions and challenges in a positive and proactive manner and actively breaking down organisational silos.
- Contribute to the creation and idea generation for events, assisting policy and communications colleagues in various organisations in sourcing speakers, audiences and researching event content.
- Lead and project manage events to include full end-to-end management: event planning, budgeting, invitation and promotional material design and production, logistics, supplier management (catering, AV and production, etc.), delegate registration, event marketing, on-site event management, and post-event analysis.
- Be responsible for the safe running of specific events, ensuring clear knowledge of health and safety requirements and where appropriate the completion of comprehensive risk assessments.
- Create internal EQ socials, such a sports group, book club or quarterly social events.
- Responsible for the development and coordination of all communications activities around The EQ, working closely and collaboratively with all EQ organisations, specifically with their internal communications teams.
- Managing the online presence of The EQ and wider What Works Centres via the website and through developing Evidence Quarter social media channels, in partnership with other relevant organisations.
- Manage our members' virtual community "The Hub" and internal comms/updates
- Working with the Senior Communications Officer to develop and deliver The EQ's overall media strategy - including identifying potential media opportunities and drafting press releases.
- Leading on the creation of multimedia content, such as podcasts.
- Working closely with The EQ organisations to ensure lessons, stories, outputs and outcomes from The EQ are captured and shared in the most appropriate and effective ways.
- Work closely with the Office Manager to ensure smooth day-to-day running of the shared office.



The attributes we are looking for

- Excellent interpersonal skills and stakeholder management, including the ability to develop rapport quickly.
- Excellent communication skills both written and verbal.
- A calm, organised and methodical approach to task completion.
- Able to manage multiple projects simultaneously, with conflicting demands.
- Successful track record of creating, project managing and delivering a range of events of varying scale and scope.
- Proactive self starter with a flexible approach to working both independently and part of a team.
- A passion for the agenda around What Works Centres and the broader agenda around evidence-based policy.
- Experience of working in the third sector, ideally in an area covered by one of the organisations.

Initial Terms and Conditions of Appointment

Remuneration: Circa £35,000 - £45,000k

- **Time Commitment:** Full time
- **Location:** Central London.
- **Term:** Permanent
- Work visa must be held by the candidate and be comfortable working in an office based role two days a week

To Apply

Please email your CV and a cover letter explaining how you meet the criteria to hr@whatworks-csc.org.uk by 12pm on 25th October 2021