Job Reference: MANAGER01
Job Start Date: ASAP
Position Type: Contract, Full time
Role: Manager of Social enterprise side
Hours: Minimum 24 hours a week
Location: Various
Pay: £10 an hour

Job description:

This role includes working side by side with the COO and making decisions alongside the second in command. Daily you will be managing the affairs of the social enterprise side of Life Creations. Ensuring that the employees, ambassadors, workshop leaders and volunteers are all in check and carrying out their role. Attending meetings on behalf of the company and occasionally giving presentations to potential funders/investors about the company and on behalf of the company. Your role will include arranging and attending meetings with schools and other young organizations in order to create and execute partnerships and deliver workshops with them.

The role will include high level of response to emails, phone calls and potential employees. You will be the 3rd point of contact after the COO and be the main person that the workshop leaders and ambassadors will come to. You will ensure alongside the COO that the calendar is carried out diligently inclusive of workshops and so forth along with being the overseer of departments inclusive of the marketing department, financial department and so forth. It is important that you will have a meeting with the COO every month for a maximum of 2 hours for the next steps for each month.

The manager must be:
- Diligent
- Excellent
- Organized
- Focused
- Be DBS checked
- Use their initiative
- Be eligible to work in the UK
- Be able to provide at least 2 excellent references prior starting
- Degree holder in Arts field is a bonus but not necessity

If successful, candidate will be monitored for a month before becoming a permanent member of staff. Paid work throughout.

For full details contact:
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If you think YOU have what it takes to be an amazing manager within an amazing company APPLY NOW! ***MUST BE DBS CHECKED***