

Job Description: Business manager

April 2024

Social Life is a social enterprise, set up in 2012 by the Young Foundation.

Our aim is to reconnect placemaking with the everyday experience of people and neighbourhoods. We work with local authorities, housing associations, developers and community groups, putting people's lived experience at the heart of the way cities, towns and new developments are planned, developed and managed.

What we do?

- We carry out research in local communities
- We get involved in practical projects that engage people in different ways of shaping their neighbourhoods, collaboratively and creatively.

The team is made up of six core members currently, plus a network of associates and freelance researchers.

We are looking for a organised, flexible, reliable and enthusiastic person to be our new Business manager. This is a new post that will work closely with the Founding director to support our expanding work.

The role could be carried out for two or three days a week. Working patterns are flexible, and this could be within a set number of days or spread over five. We will need the postholder to be in the Social Life office at least once a week, ideally more. We are open to discussing exact arrangements and finding a solution that suits us all.

Given current uncertainties, this job is being offered on six-month contracts, we hope to be able to extend this after the first period.

We are very interested in applications from **people who have lived experience of areas going through change**, and from people from **black and minoritised communities** as they are currently underrepresented in our team.

The job will include:

- Setting up new systems, including online systems, to help the team coordinate and manage their work
- Helping manage IT systems and services for the team
- Working with the Founding Director to manage the organisation's finances, including invoicing and payments, using Xero and liaising with our accountant when needed and making use of Xero
- Managing and developing systems including data protection, archiving and knowledge management, working closely with the rest of the team
- Ensuring the office is run properly and well supplied.

Depending on the skills and appetite of the applicant they could also become involved in:

- Communications and social media
- Scanning funding portals for tenders and identifying funding opportunities and helping to coordinate proposals and bids.

We are looking for people with:

- experience of developing new systems and working practices that can enable us to continually improve our processes and our work
- broad knowledge of administration systems, procedures and processes
- good experience of using Xero, project management software and MS office
- experience of working on multiple concurrent projects with competing deadlines
- an eye for detail and planning
- experience of project management
- excellent communication skills, both face to face and in writing, and the ability to deal sensitively with challenging situations and stakeholders
- the ability to work collaboratively in our small friendly team
- enthusiasm for supporting our team of researchers and urban designers in their work in local communities.

The following skills and experience would also be *desirable* but are not essential:

- experience working on funding bids or tenders
- design skills (including knowledge InDesign and other Adobe tools)
- great social media and web skills.

We can offer:

- an opportunity to develop your skills and experience supporting a small mission-driven team to grow and to thrive
- a friendly supportive working environment
- flexibility in your working hours.

Salary dependant on skills and experience, in the range of £30,000 to £40,000.