

WORKSHOP

THE WELL THOUGHT WORKSPACE

WORKSHOP | THE WELL THOUGHT WORKSPACE RELATIONSHIP & WORKSPACE MANAGER

Who we are:

Workshop is a new and growing creative co-working space in Winchester. We have a great membership base of freelancers and small businesses who are the heart of our business. From creative industries through to start-up digital and tech, all our members have a creative spirit and an open, collaborative approach.

And we're looking for someone to join us to help us grow our Brand! You will be keeping our Workshop community happy and engaged, growing our membership base and managing the workspace on a daily basis and contributing to how it can evolve.

You'll need to have some core skills however we are primarily looking for an attitude and approach that fits our brand. You may have come from a hospitality, customer service or account management background and have an interest in marketing and design.

We aim to create an environment that is energising to be part of, we'll give you freedom to do your job the way you want and it's a great chance to work with, and learn from, a group of people from diverse backgrounds

What we value:

- Being energetic, positive and approachable
- Having a can-do attitude to getting stuff sorted
- A good eye for quality and detail - super-organiser
- Confidence to converse with and deal with a wide range of people
- Excited by the idea of helping to grow a business and understand the nuts and bolts that need to happen
- Being eager to learn and possessing a natural curiosity

We don't expect you to have all the answers or know all the solutions... but we do expect you to work constantly with others to get them!

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Key tasks:

- Growing our membership and community i.e. running our Ignite speaking programme, networking in and around Winchester, development of the Workshop marketing plan
- Management of the day to day running of the Workshop building and project management of key activities around building changes.
(you may have to roll your sleeves up and do things yourself!)
- Developing ideas with The Workshop team and membership base on how to evolve and develop the space to make it work for everyone
- Liaison and communication with existing members – day to day, weekly communications, organising events and activities such as the soup & sarnie monthly lunches

Other skills:

The less exciting but important stuff such as being comfortable using iOutlook, Excel, Word, Adobe, MailChimp, Social Media channels.

Finally:

Working hours | 8.30 – 5pm

Either full time or open to flexible working and job-share arrangement

Salary | £20-30k

If this sounds like you please drop us a short note explaining why you think you would fit in and a bit about your background and experience.

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www.workshophq.co.uk

Workshop is a Well Thought! concept
www.wellthoughthq.com

for curious minds