

Future Leaders Charitable Trust Ltd.

Vacancy for ONLINE COMMUNITY CO-ORDINATOR

1 year contract, full time

FLCT is currently looking to recruit an **Online Community Co-ordinator**. Reporting to the Chief Operating Officer and based in London, you will be responsible for managing all aspects of day-to-day community life on the 'Learning Lounge' social networking site - including setting tone, enforcing rules and managing participant community contributors - and also participating in product development for new community initiatives. There is a strong community building/people dimension to the role.

Main duties and responsibilities

- To serve as the primary point of contact for the Learning Lounge community and assist in providing best practice guidance in the areas of content and service development, online facilitation, member outreach, etc.
- Initiatives that use community, social networking, and other technologies to increase community participation.
- To encourage participation and the development of member-generated content to ensure that the community is achieving its objectives
- To encourage member-to-member interaction, as well as community-initiated and Future Leaders -initiated interactions which include to recruit, motivate and manage participants to contribute to the Learning Lounge
- To lead the day-to-day operations of the hosted community
- To provide tracking and metrics to communicate and validate the Community interaction
- To pursue initiatives to welcome and engage participants in the Learning Lounge, influencing product development to suit the community.
- To establish and enforce standards in the Learning Lounge, and to interact directly with members to promote these.

Requirements

The ideal candidate will have a passion for today's social networking and collaboration technologies, and an interest in creating and consuming new content types - blogs, podcasts, etc. Strong interpersonal and networking skills with a desire to work cross-functionally and in a team are essential, as is the ability to motivate, persuade and influence people and get results out of them. The role would particularly suit someone with a strong customer focus – possibly from a market research background or similar – who is results-oriented. The role requires someone who can work proactively, independently and take ownership of driving the Learning Lounge forwards.

To apply

Starting salary is £24,000 - £25,000 depending on experience. To apply, please send CV and covering letter, including your salary expectations, to tara.daynes@future-leaders.org.uk. Closing date is 19th February 2010.

