

## NCGE New Post: Online Communities Developer and Project Development

NCGE has invested in creating three new online communities to communicate with careers professionals, enterprise/entrepreneurship educators and entrepreneurship researchers. These community sites are established, live and gaining site traffic.

The NCGE communities are now our major platform for engagement. They therefore need to be exciting, up-to-date, relevant and add value to community members. The communities also offer access to specific projects such as:

- International Entrepreneurship Educators Conference
- International Entrepreneurship Educators Leadership Programme
- National e-Library for materials and resources

NCGE's aim is that all community sites become the de-facto international lead sites for all community professionals within the fields of enterprise and entrepreneurship

NCGE is seeking an individual to take responsibility for the pro-active development and day to day management of NCGE's online communities and to support specific project developments as identified above.

The Key Responsibilities are:

- working with key stakeholders to spot opportunities for the development of all communities so they continue to meet the needs of community professionals – advisers, educators and researchers
- maximising the online communities to promote the communities and their members
- monitoring usage and working proactively with the community to maximise site traffic flow
- keeping the online communities fresh/topical/alive
- sourcing/preparing content to upload to maintain up-to-date and relevant sites
- liaising with NCGE's technical development team (although person is not expected to be an IT expert)
- working with NCGE Director's in supporting the development of key projects

The Key Personal Qualities are:

- ability to act on one's own initiative and under pressure
- ability to pro-actively communicate with all stakeholders
- ability to spot opportunities, act upon them and see them through to completion
- ability to manage a wide range of tasks and deliver to deadlines
- ability to articulate oneself in writing and in discussions and meetings
- ability to influence, persuade and negotiate
- ability to work as part of a team
- project management
- commitment and self-reliance
- flexibility to change work patterns and demands
- IT literate
- willingness to learn and adapt
- experience in higher education – research, education, careers
- experience of enterprise/entrepreneurship – practice, support, development

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