

ARK


coworking

KXC

ARK coworking Leader

Job Description and Application Pack

**ARK is a genuinely
affordable coworking
space with community
and collaboration at
its core, impacting our
local area for good.**

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ABOUT

We believe creative individuals benefit from working in a collaborative environment where they can thrive

King's Cross is an area that has undergone considerable regeneration and is recognised as a leading business and innovation hub in London - but this is making it harder than ever to stick around if you're a little fish in a big pond.

A lack of affordable community means individuals either end up working alone, or move away from a local area which inhibits innovation and employment. ARK is a response to this need - we look to provide the first rung on the ladder for any freelancer, start-up or social enterprise starting out, by providing an affordable workspace that brings individuals out of their bedrooms and coffee shops into a space that has values of community and collaboration. We believe there are core principles needed for people to be supported and flourish in their work and creative practice, and ultimately an expression of our Christian faith as we express God's love for people in their everyday work.

The leaders of ARK therefore play such an important role in establishing culture, setting strategy and vision for the business and team, and sharing faith with our members and partners.

ARK coworking sits within the wider KXC structure as a ministry and a business. This means that goals, vision and direction are aligned as we seek to carry out our key mission to be a church serving our local business community.

To find out more about ARK, visit our website www.arkcoworking.com.

ABOUT KXC

King's Cross Church (KXC) is an Anglican church led by Pete and Bee Hughes that was launched in 2010 to engage with the missional opportunities created by the King's Cross redevelopment. The vision of KXC is to 'serve God's purposes to make all things new' through bringing the good news of the gospel to all those who live, work and pass through King's Cross.

We were designated a Resource Church in the Diocese of London in 2019 with a vision to plant churches, raise up leaders and serve the wider church with resources in the area of worship, discipleship and mission.

To find out more about KXC, visit our website www.kxc.org.uk.





Job Description

24 to 40 hours per week

Salary: £33k-£36k pro rata

Permanent role

Start Date: From 13 May 2024

Role

ARK coworking is searching for a passionate and community-orientated individual to co-lead our flagship King's Cross site. This role is instrumental in fostering a collaborative environment for creatives, local residents, early-stage start-ups, and social enterprises. You will play a vital role in building a community that supports individuals who may have experienced isolation, with a heart to share faith and connect people through a shared workspace experience.

You will be joining the existing KXC and ARK team with wider support provided by ARK base, our not-for-profit which stewards the vision and values of ARK,, and a wider group of volunteers. You'll be responsible for running and shaping the coworking space and its community, ensuring that it operates sustainably as a business, as well as a ministry of KXC.

Our focus on community means putting emphasis on the people, their interactions, and the relationships that form above everything else. Every decision we make considers members and their opportunities to interact with one another. Being a member at ARK more than just renting a desk, is about being a part of an authentic, collaborative community where relationships are built and entrepreneurs, freelancers and creatives can thrive, and the love of God can be shared.

The job role is extremely varied and covers all that is involved in the smooth day-to-day running of the workspace, handling sales leads and hosting our members - a pioneer will come alive in this role. The role will require someone to oversee the day-to-day running and community development of the workspace, and in the wind-up phase of the building, returning the space back to the landlord, as well as overseeing major projects such as future relocation plans.

Our culture

ARK coworking is special because it is centred around community; an expression of the local church serving the business community, proclaiming God's love.

ARK's values, in keeping with KXC's, are:

- Creativity - ARK coworking is a community where members can innovate. Whether it's freelancers, social enterprises, or charities, ARK coworking is a place where creativity flourishes and is celebrated.
- Collaboration - Ideas come about through conversation and relationship. Beyond just renting a desk, collaboration happens over lunch, a pour over coffee, or simply a natter with all the other coworkers.
- Community - We think people work best in community. Our members can trust one-another, being open with their business plans and colour palettes, open to new ideas. The space is served by its users, with the day-to-day management, including welcoming new members, being shared by everyone.
- Generosity - Good things happen when people and businesses act in generosity. ARK runs as a more-than-profit. That means charging membership only to serve our members, with any surplus going to developing the community and supporting local charities.
- Excellence: Our community pushes the boundaries - whatever industry our members work in, ARK coworking hosts the leading entrepreneurs in their area of influence.

Responsibilities

Leadership and Vision:

- Provide visionary leadership to create a thriving and inclusive community within ARK and ensuring its ongoing success and missional impact.
- Develop and implement a strategic vision that aligns with the mission of KXC and addresses the needs of creatives, local residents, and social enterprises.

Community Building:

- Foster a sense of belonging and connectivity among members, staff and local stakeholders emphasising inclusivity.
- Implement initiatives to support individuals who may have been isolated, creating a welcoming environment.

Business management:

- Oversee budgeting and financial planning for ARK.
- Implement cost-effective measures and revenue-generating strategies to ensure the ongoing financial sustainability of the coworking space.
- Collaborate with relevant stakeholders to secure funding or sponsorships to support new programs and initiatives.

Creative Development and Facilities Management:

- Curate programs and events that inspire collaboration, innovation, and personal growth, for example running spARK and other types of community events.
- Implement initiatives that promote a sense of purpose and community engagement, for example, through running ARK for Good and other types of initiatives engaging with our neighbourhood.
- Creative development of the physical space, adapting it to emerging needs of the community. This includes setting and maintaining the aesthetic of the space, as well as meeting basic facilities needs, ensuring it is a safe and creative environment for members to work in.
- Expressing the values of ARK and KXC through ethical procurement, systems, processes and policy development.

Team Management:

- Build and lead a diverse team, encouraging creativity, teamwork, and a supportive atmosphere.
- Provide guidance and mentorship to staff, ensuring a positive and inclusive workspace.

Stakeholder Engagement:

- Build relationships with local creatives, residents, and social enterprises to enhance community partnerships.
- Represent ARK coworking at community events and engage with stakeholders to understand and address their needs, such as the Knowledge Quarter, B Corp and social enterprise network, the local council as well as at faith based events. Maintaining relationships with key subscriptions and networks.

Faith Integration:

- Demonstrating and sharing the love of God and care for His creation within the daily operation of the coworking space.
- Create opportunities for spiritual growth, dialogue, and support among members who share a common faith or are exploring their spiritual journey.
- Engaging with other KXC ministries, collaborating around shared goals, and shaping KXC engagement.

Key Skills

- Experience of and a passion for seeing enterprise as a place for mission and having a heart for developing community within King's Cross
- Excellent management and organisational skills
- An understanding of the vision and values of ARK and KXC, and a desire to see these outworked in King's Cross and beyond
- Proven experience in community management or leadership roles
- Ability to work on your own initiative with minimal supervision to manage workload and meet deadlines
- An understanding of coworking, business support, and the local neighbourhood

- Energy and persistence to see tasks through to successful completion with attention to detail, and able to work flexibly when necessary
- A working knowledge of budgets and budgetary control
- Proven interpersonal skills and an effective communicator able to develop good working relationships with the team, members and key partners.
- Strong literacy, numeracy and IT skills, able to manage Microsoft Office, databases, accounting and other software packages. Training with specific software can be made available
- Personal walk with Jesus underpinning a lifestyle of integrity
- A desire to serve the church, local community and share the Christian faith

Hours of work

24-40 hours per week

Salary

- £33,000.00-£36,000.00 Pro Rata
- Probationary period of 6 months

Holidays

24 days paid holiday pro rata, in addition to 3 days at Christmas, plus bank holidays.

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating the Evangelical Alliance Statement of Faith. Due to the core responsibilities of the role, the candidate should, if not already, be an active member in the KXC congregation.

Safeguarding

As our commitment to Safeguarding, the role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all cultural backgrounds and have a good awareness of relevant policies and procedures, statutory legislation and guidance.

Start Date

From the week commencing 13 May 2024.

To Apply for the role

Interested candidates should submit their resume and a cover letter explaining their vision for building a vibrant, inclusive community at ARK. Please give contact details of two referees - one personal, one professional via email to: jobs@arkcoworking.com

Please include "ARK coworking Leader Application" in the subject line.

Successful applicants will be asked to complete a skills survey and a creative task ahead of being invited to interview.

Deadline for applications: 12 April 2024

Interviews: Week commencing 15 April 2024

For any further information about the role please do not hesitate to contact Nick Johnson on nick@arkcoworking.com or Philippa Nash at philippa@arkcoworking.com.