

---

# Assistant Community Manager

---

**Position Title:** Assistant Community Manager - Supplier Engagement Service

**Location:** Oxford, UK

**Salary range:** £18-22k

**Applications Due:** 4th January 2012 to [philippa.hoy@2degreesnetwork.com](mailto:philippa.hoy@2degreesnetwork.com)

**An opportunity to gain excellent experience, working with some of the most influential companies in the UK sustainable business arena. The role involves supporting the delivery of a program of insight and engagement designed to embed sustainability in the supply chain of a major UK retailer. It also offers significant opportunity to develop project management and client facing skills, working with a highly experienced team.**

## **About 2degrees**

2degrees is the world's largest community for sustainability. We offer networking, content and bespoke intelligence to over 18,000 public and private sector members, from 6,000+ organizations and 100+ countries around the world. As a managed community, we actively bring together our qualified business leaders, policy experts and academics in support of a shared goal: to accelerate the delivery of solutions to sustainability's most pressing challenges.

Most of the services we offer are delivered online through our web 2.0 collaboration platform, although they are supplemented by important face-to-face events and traditional consultancy program management.

One of our key client offerings is the 2degrees Supplier Engagement Service (SES). This service helps clients achieve the sustainability targets they have set for their supply chain such as reductions in carbon, energy, waste, or water intensity. The service is designed to drive significant financial and strategic benefits to clients through greater engagement of their supply chain to reduce costs and meet their sustainability targets.

## **The Role**

We are looking for a talented individual to assist in the day to day running of a community of suppliers for one of our global retail clients. Working with a Community Manager, you will help develop and execute a compelling activity program to deliver real value to community members. The role will include: research of key sustainability topics, curating a targeted news feed, promoting forum discussions, organizing webinars, encouraging companies to share case studies, and organizing networking events including site visits. To be successful a number of skills and experiences are important:

---

## Required

- Degree or equivalent
- Ability to engage with the community members to understand their issues
- Organized and able to plan and deliver on and off-line events – such as webinars and roundtables
- Professional approach and able to inspire confidence in our clients and community members – both senior managers and technical experts

## Preferred

- Exposure to sustainability issues – e.g. energy efficiency, carbon reduction, waste management
- Experience in the retail sector and / or its supply chain
- Exposure to, and an intuitive understanding of, what it takes to build online communities
- Evidence of successful exploitation of social media to meet business goals – blogging, Twitter, LinkedIn etc.
- Knowledge of basic marketing principles
- Strong writing and editing ability (blogging, analysis, reports)

The ideal candidate will be enthusiastic and ambitious, with a strong interest in sustainability. You will be a good listener, influential and confident. You will understand the importance of high quality delivery. You will enjoy working in a team and be flexible and willing to do what it takes to help the whole team succeed. Naturally, to do all of this you will have strong communication skills (oral and written) and good organizational skills. We will consider candidates from a variety of backgrounds but experience of publishing, event management or CSR within the retail sector is of particular interest.

If you think you have the right skills and want to join this dynamic and fast growing company that is really changing the way organizations meet their sustainability objectives, please apply by sending a CV and a cover letter letting us know why you think you would be a great fit at 2degrees. Apply by email to: [philippa.hoy@2degreesnetwork.com](mailto:philippa.hoy@2degreesnetwork.com)

-----

2degrees is an equal opportunities employer. We are committed to ensuring that no job applicant or employee receives less favorable treatment on the grounds of gender, marital status, race, color, ethnic origin, sexual orientation, age or disability, and that all appointments are made purely on the basis of merit.