

AGILE CITY

Job opportunity: Community Co-ordinator

Agile City CIC is delighted to announce an exciting new opportunity for a Community Co-ordinator to join us on a 12-month fixed term contract. [Agile City](#) is a community interest company that creates work and event space for cultural, social and green enterprise. We operate across two buildings in North Glasgow – [Civic House](#) and [Glue Factory](#).

Our ambition is to foster a thriving community of members who utilise our coworking and studio spaces, ensuring a hospitable atmosphere for all clients and guests. The Community Coordinator is at the heart of this experience, responsible for both building meaningful connections between members and leading how we tell our story, communicate our impact, and share content about our services and activities.

Contract details

Hours	32 hours per week
Days / pattern	4 days / 8 hours per day, 08:30-17:30 office days with 1 hour lunch break There is an occasional requirement for flexibility and work out of hours in the evenings and at weekends
Location	Based at Civic House
Contract type	Fixed term contract - 12 months (January 2026 - January 2027) Annual leave - 24 days (0.85 FTE) annual leave and 4 optional wellbeing days per 12 months Pension - auto enrolment into Nest pension scheme at 3%
Salary:	£26,000 pro-rata (Salary calculated at 0.85 FTE)

Key personal qualities:

- **Personable and approachable:** Enjoys working with people and organisations across sectors to grow opportunities for connection and collaboration.
- **Digital native:** Expert knowledge of social media platforms, with experience engaging audiences and customers with self-produced content
- **Self-motivated and people-focused:** Driven to deliver an excellent service and customer experience.
- **Detail-oriented:** Finds professional satisfaction in creating a welcoming and productive environment for our community (attention to detail, spatial atmosphere, vibe).

The role:

The Community Coordinator is the welcoming face of Agile City and is central to achieving our mission to establish Civic House & Glue Factory as the home of cultural, social and green enterprise in Glasgow. You will report to the **Head of Events & Operations** and work closely with the **Events & Weddings Coordinator**. You will enjoy working independently across the following key workstreams:

Community Management

- Manage all incoming enquiries to the coworking space and onboard new members, connecting them with relevant industry contacts from our existing community
- Build on our regular programme of community and networking events to forge meaningful connections between our members, fostering collaboration across sectors
- As the first point of contact for our members, tenants and audiences, you must maintain a friendly and approachable manner - able to handle support requests and complaints with ease
- Support the Head of Events and Operations with client-facing production for events across both buildings.

Workspace Operations & Administration

- Operate our workspace booking system, onboarding new members, updating products and troubleshooting
- Maintain the welcoming and productive atmosphere of our spaces, ensuring they are kept clean and presentable.
- Maintain operational efficiency by reporting against utility and maintenance costs.
- Deliver finance reports for Civic House Workspace, tracking progress towards financial targets using the Nexodus platform.

Marketing & Communications

- Edit and publish our monthly newsletter, creating engaging content to update audiences on our services, partner events, and opportunities
- Manage and populate our social media platforms: Meta platforms, LinkedIn
- Post regular blog articles on our website, building our reputation as leaders in community retrofit, sharing news and opportunities and contributing to SEO to drive traffic
- Monitor analytics to optimise marketing activity

Studio Sales & Triage

- Support incoming enquiries for Glue Factory studios as the first point of triage.
- Support achieving Glue Factory studios being fully occupied, with a waiting list.
- Handle initial building tours and enquiry follow-ups.

Skills and attributes	Essential / Desirable
Proven experience in a customer-facing, community, or hospitality management role.	Essential
Excellent interpersonal skills with a confident, personable manner - enjoys networking	Essential
Professional experience managing social media - creating marketing collateral to drive sales and monitoring analytics	Essential
Excellent time management skills, with the ability to prioritise and work to tight deadlines	Essential
Strong IT proficiency across professional and creative platforms, ability to take on new digital systems with ease	Essential
Excellent communication skills in spoken and written English, with the ability to manage busy email inboxes	Essential
Experience managing administration tasks in a professional context - meetings, bookings, calendars, filing	Essential
Highly organised and system focused - finds professional satisfaction in being well-organised and using / improving systems to enhance productivity	Essential
Experience with financial tracking and reporting (e.g., against targets and utility costs).	Essential
<i>Familiarity editing and updating Wordpress websites</i>	<i>Desirable</i>
<i>Familiarity with workspace management platforms (Nexodus or equivalent)</i>	<i>Desirable</i>
<i>Finance admin - experience using XERO (or similar) accounting software and Excel (or equivalent)</i>	<i>Desirable</i>
<i>Experience using Google Workspace & G-Drive</i>	<i>Desirable</i>

Responsible for:	Responsible to:
Building an active community of members	<u>Line manager:</u> Head of Events & Operations
Operational excellence of our workspaces	<u>Team:</u> [Events & Wedding Coordinator, Facilities Manager]
Creating engaging content to tell our story	<u>Audience:</u> [Civic House Coworkers, Glue Factory Studio Holders, events audiences]

How to apply

Any questions - hr@agile-city.com

Complete application form - [link here](#)

Send a CV - hr@agile-city.com

Deadline – Monday 10th November 2025, 12:00

Applicants will be informed of interview – **Friday 14th November 2025**

Interviews – **w/c 17th November 2025**

Anticipated start date – **Monday 5th January 2026**
