



HUCKLETREE (DUBLIN) LIMITED



#SEMP-2466164



The Academy, 42 Pearse Street, Dublin 2, D02

HV59



No of positions : 1



Self Employed



40 hours per week



38000.00-40000.00 Euro Annually



27/08/2026



24/09/2026

How to apply

Application Method :

Not available



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Community Manager

Job Description

Dublin, central

Mon-Fri office hours

ABOUT HUCKLETREE

The home where businesses thrive. We were founded in 2014 with a vision to build workspaces that help the world's most innovative companies thrive - from rapidly expanding scale-ups to established global businesses. Since opening our first workspace in London, Huckletree has scaled into a provider with a footprint close to 300,000 square feet across 10+ locations.

KEY AREAS OF RESPONSIBILITY:

This is a really broad role, working across member engagement, building excellence and facilities, commercial success, and taking a leadership role for queries and escalations.

Developing and executing community engagement strategies alongside the General Manager, ensuring the highest levels of member satisfaction and engagement (our service level will be a primary KPI)

Supporting our weekly Member Breakfast and Member Socials; food and beverage, themes, event set up and executing on the day.

Facilitating connections and collaborations between members, encouraging them to work together and share ideas - identifying common interests and goals, and helping members find ways to work together

Leading on and coordinating with the facilities team on facilities and operations, ensuring the hub operates efficiently and is fully equipped with all necessary resources

The main point of contact in the hub for all external service providers and suppliers, such as cleaning and maintenance contractors

Lead monthly building audits and daily building walk-arounds, and review your customer satisfaction levels to make improvements

Using your problem-solving skills to find solutions to issues as they arise and implementing service recovery as needed

Ensure that all in-house tech is running smoothly at all times for members and internal guests

Lead on sales tours for flex memberships, including setting up memberships through the sales pipeline, onboarding and offboarding hygiene

Lead of events ancillary (internal and external), including tours, negotiations, contracts, and event set up (includes occasional evening shifts)

Continually monitor our member businesses and identifying member success stories and opportunities on how we can support

Keeping in the know of industry trends and best practices, and continuously innovating to improve the member experience

Supporting the General Manager and Community Associate with any ad hoc tasks

WHAT WE ARE LOOKING FOR:

You have hands-on experience of senior level community and infrastructure building leadership, from within a co-working or corporate office environment.

You will possess a hospitality based qualification and training.

You are passionate, positive, hard-working and energetic

You will be a multitasker, willing to undertake challenges and see them as opportunities to learn and develop. A quick and adaptable mindset will be key to tackling this role!

You are a 'fixer' and are unphased by turning your hand to anything

- **Sector:** other service activities

Career Level

- Managerial