



WORK WITH US

Job Description – CMBE Community Manager



August 2026

JOB DESCRIPTION: CMBE COMMUNITY MANAGER

Location:	Fully Remote
Contract:	Part-time, Fixed-term until 30 June 2027 at 2 days per week
Responsible to:	Director of Professional and Programme Development
Salary:	£38,000 - £41,000 per annum pro-rata at 2 days per week <i>salary will be determined based on skills, experience and alignment with the role, in line with our pay policy</i>

About the Certified Management & Business Educator (CMBE) Scheme and the Chartered Association of Business Schools

The Certified Management & Business Educator (CMBE) empowers academics and business schools to be at the forefront of business & management education through continuous professional development. Subscribers to the CMBE scheme commit to 40 hours of CPD per year, mapped across a framework encompassing teaching practice, the scholarship of teaching and learning (SoTL), and academic leadership.

The CMBE scheme is managed by the Chartered Association of Business Schools. The Chartered ABS is the representative body for the UK's business school sector. Our award-winning team support our world-class business schools through lobbying, events, training and research. [Charteredabs.org](https://www.charteredabs.org)

Purpose for the post

We are seeking a proactive, innovative and highly organised Community Manager to develop and strengthen the professional community for subscribers to the Certified Management & Business Educator (CMBE) scheme.

Working alongside the CMBE Scheme Manager, the postholder will lead two principal areas of activity:

- Developing a vibrant, inclusive and increasingly member-led professional community through CMBE Community Meetings, practical CPD resources and opportunities for geographically dispersed subscribers to connect and exchange practice.
- Helping institutional subscribers derive greater value from CMBE through useful reporting, support to increase staff participation and a dedicated community for institutional CMBE leads.

The role will suit someone who enjoys building professional communities, developing practical learning opportunities and working collaboratively with members and colleagues. It offers intellectually engaging, mission-driven work with considerable autonomy and flexibility. Success will depend on initiative, sound judgement, strong relationship management and a commitment to delivering value for the global CMBE community.

Principal job functions and main tasks

The CMBE Community Manager will develop the CMBE professional community and help individual and institutional subscribers derive greater value from the scheme.

The postholder will lead two areas of activity:

1. Developing and strengthening the CMBE professional community

To build a vibrant, inclusive and increasingly member-led community in which CMBE subscribers connect, share practice and participate in relevant continuing professional development.

Specific activities include:

1. Manage the CMBE Community Meeting programme: Identify subscribers' professional interests, development needs and emerging priorities; design and deliver practical meetings in response; and recruit relevant speakers from within and beyond the CMBE community.
2. Extend engagement beyond Community Meetings: Develop accessible ways for geographically dispersed subscribers to connect and exchange practice between meetings, and support members to initiate and lead activities within these spaces.
3. Develop practical CPD resources and content: Curate and commission resources, subscriber stories and examples of practice that support community learning and help subscribers apply the CMBE CPD framework.

2. Helping institutional subscribers derive greater value from CMBE

To help institutional subscribers increase staff participation, demonstrate the value of CMBE and embed the scheme within their faculty and professional development activity.

Specific activities include:

- Produce institutional value reports: Working with the CMBE Scheme Manager, coordinate clear and accurate reports combining data on participation, CPD activity, community engagement and credit utilisation with relevant case studies and qualitative evidence.
- Increase staff participation and engagement: Work with institutional CMBE leads to identify opportunities for greater participation; provide resources and information sessions that help them promote CMBE and encourage staff to apply; and share examples of effective institutional practice.
- Develop a community for institutional CMBE leads: Convene institutional leads to exchange practice, discuss shared challenges, learn from one another and contribute to the development of the institutional CMBE offer.

Across both areas, the postholder will:

- Ensure that activity is inclusive, accessible and reflects the breadth of the CMBE community.
- Work closely with the CMBE Scheme Manager and Chartered ABS marcomms and events colleagues to connect activity with the wider subscriber experience and deliver it effectively.
- Prioritise approaches that are targeted, sustainable, scalable and increasingly supported or led by members.
- Monitor participation, gather feedback and use evidence to improve activities, reports, resources and engagement support.
- Use digital tools and efficient ways of working to support participation and reduce unnecessary administration.

Person specification

Candidates must be able to demonstrate that they meet the 'essential' criteria. **Applicants must have the right to work in the UK.**

About you

This is a highly autonomous role that offers the opportunity to make a tangible and rapid impact on the CMBE scheme. The Community Manager will be trusted to shape and deliver new initiatives that directly enhance the value of the scheme for individual and institutional subscribers. It is a rewarding position that will suit someone with vision, enthusiasm and creativity, who enjoys working independently. The postholder will see the results of their work quickly and will play a key part in strengthening the CMBE community.

Knowledge/experience

We anticipate that the successful candidate will be able to demonstrate knowledge and experience of most of the following areas:

- An understanding of continuous professional development in a business context. This could be in the higher education sector or elsewhere.
- A working knowledge of how universities, including business schools, operate and of the typical role of those in universities who teach and/or lead learning & teaching teams.
- Experience of working autonomously: Setting realistic plans, communicating progress, and delivering to deadlines without close supervision.
- Experience of planning and delivering online events/webinars end-to-end (speaker recruitment and briefing, format design, promotion, booking flows, participant comms).
- Experience of producing clear, accurate reports from multiple data sources (e.g. website metrics, registration/attendance data, survey feedback), with a track record of data quality and consistency.

Behaviours and competencies

We anticipate that the successful candidate will be able to demonstrate the following behaviours across the Chartered ABS's four values (agile expertise, authentic accountability, community building, purposeful impact).

Agile expertise

- Responds positively to change, learns quickly, balances competing priorities and continually improves ways of working.

Authentic accountability

- Takes ownership of outcomes, exercises sound judgement, delivers on commitments, communicates risks early and maintains high standards of quality and integrity.

Community building

- Builds inclusive and high-trust relationships, collaborates effectively across teams and organisations, values diverse expertise, and enables others to contribute and lead.

Purposeful impact

- Understands how the role contributes to the Chartered ABS mission, focuses on creating value rather than completing tasks, and uses evidence and feedback to improve performance and impact.

Our Values

In return, we offer flexible working and a friendly, down-to-earth, hardworking and collegiate environment. Our values are very important to us at the Chartered ABS, guiding how we work with each other every day.



How to Apply

To apply successfully, please apply directly to the advert link below with both your **CV and cover letter** on how you meet the role requirement by **30 September 2025** to people@charteredabs.org

The advert may be closed early in the eventuality of a high volume of applications received, therefore an early application is preferred.

The Chartered Association of Business Schools is an equal opportunities employer committed to creating an inclusive environment.

We welcome applications from people of all backgrounds and abilities. If you require reasonable adjustments at any stage of the recruitment process, please let us know of your requirements and we will be happy to discuss how we can best support you