



WORK WITH US

Job Description – CMBE Community Manager



September 2025

JOB DESCRIPTION: CMBE COMMUNITY MANAGER

Location:	Fully Remote
Contract:	Full-time 6-month FTC up to 31 April 2026 at 2 days per week
Responsible to:	Director of Professional and Programme Development
Salary:	£37,650 - £39,500 per annum pro-rata at 2 days per week

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 of the post

About the role

We are seeking an imaginative and highly organised Community Manager to lead and deliver a focused programme of engagement and development activities for the Certified Management & Business Educator (CMBE) community.

The CMBE Community Manager will play a key role in supporting and nurturing the CMBE community, ensuring that subscribers derive maximum value from their subscription. The role is designed to enhance engagement, foster collaboration, and create a vibrant, international community of educators by:

1. Curating a 'living' CPD ideas hub on the Chartered ABS website
2. Developing and delivering a calendar of high-quality online CMBE community meeting and webinars
3. Producing clear, accurate reports for CMBE Institutional Subscribers

The role will suit someone who wants intellectually engaging, mission-driven work with autonomy and flexibility. Success depends on self-management, proactive communication and pride in delivering value to the global CMBE community.

Principal job functions and main tasks

The CMBE Community Manager will be responsible for leading the delivery of three key community engagement and development initiatives:

1. Curating a 'living' CPD ideas hub on the Chartered ABS website

Overview:

To develop and maintain an online directory showcasing the broad range of activities that can contribute to a CMBE subscriber's 40-hour CPD commitment. This directory will include practical resources, testimonials, and links to relevant tools and guidance.

Specific activities include:

- Source new content on an ongoing basis (at least monthly) add examples across key themes (eg digital pedagogy, assessment, inclusive teaching, scholarship, leadership, sustainability) and related to the 10 CMBE CPD activity areas
- Write short 'how to' guides for each of the 10 CMBE CPD activity areas.
- Source and publish on the Chartered ABS website and social media CMBE subscriber 'spotlights' that share the CPD that members have been undertaking and which focus on practical tips, not platitudes.
- Maintain usability including periodic link checks, content pruning and production of a one-page "getting started" explainer

Track usage (visits, downloads, top tags) and close content gaps accordingly

2. Developing and delivering a calendar of high-quality online CMBE community meeting and webinars

Overview:

To organise monthly webinars for CMBE subscribers, focusing on topics relevant to academic development, scholarship of teaching and learning (SoTL), and professional practice.

Specific activities include:

- Work with colleagues in the Chartered ABS events and marcomms teams to plan a calendar of monthly webinars that are aligned to the interests/priorities of individual and institutional CMBE subscribers.
- Recruit speakers primarily from within the subscriber base (peer-to-peer), with occasional partners to broaden perspective.
- To work with speakers to ensure that the series uses a variety of formats to avoid fatigue (eg panels, lightning talks, case showcases, tool walk-throughs).
- Organise the promotion of the webinars via the CPD ideas hub, the CMBE community Newsletter, and relevant Chartered ABS marcomms activities.
- Organise the booking process and participant communications.

3. Producing clear, accurate reports for CMBE Institutional Subscribers

Overview:

To support the development and use of bespoke data for institutional subscribers and contribute to the production of end-of-year CPD engagement reports.

Specific activities include:

- Develop and own the request-to-delivery method for Institutional Subscriber Reports. For example, through the development of a simple online form.

- Extend the detail in the existing Institutional Subscriber reports that the Chartered ABS produce to enhance the usefulness of the reports for institutional subscribers.
- Prepare reports in a conscientious way ensuring data is accurate and consistent.

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, from the growth of the CPD ideas hub to the success of the monthly webinars and the usefulness of institutional reports 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 curating and maintaining an online resource or content hub (e.g. cms management, tagging/taxonomy, link checking, content pruning).
- 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 most of the following attributes:

- A self-starter with sound judgement: Someone who is comfortable shaping the work, proposing improvements and making decisions within agreed parameters.
- Organised and methodical: Someone who can manage a monthly cadence of new hub content and webinars while progressing institutional reporting requests
- Relationship-centred and inclusive: Someone who is patient, respectful and responsive to needs of the CMBE community and requirements of other stakeholders
- Quality-driven and precise: Someone who is meticulous about the accuracy and quality of work produced
- Curious and improvement-oriented: Someone who actively seeks feedback and uses it to refine and improve their work.
- Resilient and adaptable: Someone who can balance shifting priorities across the three workstreams and maintain momentum in a part-time rhythm

Our Values

In return, we offer flexible working and a friendly, down-to-earth, hardworking and collegiate environment. If you are home-based, you will be expected to be in the office near Cannon Street a minimum of 1 day per month.

Our values are very important to us at the Chartered ABS, guiding how we work with each other every day.



How to Apply

Please apply directly to the advert link below with your **CV and cover letter** by **Tuesday 30 September 2025** to Oliver Lowe at oliver.lowe@charteredabs.org, Director of Professional and Programme Development.

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