

JOIN OUR TEAM

Role: Community Programme Manager

Reporting to: Director of European Programme

Location: London / Hybrid working

Contract: 12 months maternity cover, part-time (3 days/week)

About Boardwave

Boardwave is a little different to most businesses today. The primary goal of our impact-driven business model is to generate positive change in the European software sector. Launched in May 2022, Boardwave is a mission-driven community for leaders in the software sector that has grown rapidly, with over 2,250 members across the UK and European software industry, including founders, CEOs and their investors. Membership for CEOs and founders is offered free of charge, underscoring our commitment to accessible support and development.

Inspired by the collaborative culture of Silicon Valley, which has given rise to many of the world's most successful software companies, Boardwave seeks to replicate these conditions of success. Our aim is to advance the UK and European software industry, nurturing the next generation of global leaders through a comprehensive support ecosystem. This ecosystem provides access to expertise, knowledge sharing, mentoring, coaching, thought leadership, and personal development. Additionally, Boardwave facilitates access to capital and ensures a unified voice to governments, essential for transformative success.

By 2034, we envision the UK and European software industry evolving from follower to leader, creating numerous successful global entities. Boardwave exists to catalyse this transformation, supported by a consortium of over 90 of the UK and Europe's top partners and service providers in the software sector.

[Learn more](#)

Why we need you

This is an exciting opportunity for an experienced professional who is passionate about creating impactful learning and development experiences for senior leaders in the European software sector ready to take the next step.

As our Community Programme Manager, you will be responsible for leading and delivering our flagship initiatives to ensure our members achieve significant personal and professional growth. You will work closely with the Boardwave leadership team and our community to ensure members gain maximum value from their engagement.

Key elements of the role

Boardwave Mentoring Programme

- Lead the delivery, and day-to-day management of the Boardwave Mentoring Programme, leveraging your L&D knowledge to ensure the process is structured for meaningful outcomes.
- Manage mentor/mentee matching, track progress, and facilitate connections that support personal and professional growth.
- Coordinate and deliver in-person mentoring events, ensuring they provide substantial value and foster a collaborative learning environment.

Boardwave Breakout Programme

- Deliver high-impact Breakout sessions, ensuring engaging, facilitated learning for all participants.
- Oversee seamless execution of virtual and in-person sessions, partnering with moderators to scale the programme effectively.
- Manage the full cohort lifecycle, from launch campaigns and application reviews to participant selection and onboarding.
- Collect feedback and track outcomes to drive continuous improvement and ensure the programme remains a premier executive development tool.
- Recruit expert contributors to enrich discussions and deliver valuable insights for members.

Community Support & Concierge

- Act as the primary point of contact for member queries, providing timely and helpful support.
- Manage the member concierge service, handling requests ranging from introductions to tailored recommendations.
- Proactively identify ways to enhance community value and member satisfaction, based on an understanding of the learning and development needs of senior leaders.

Operational Excellence

- Maintain clear reporting and data tracking on program participation, feedback, and outcomes to measure impact and inform future development.
- Collaborate with the wider team to refine processes, share insights, and continually improve services for our members.
- Contribute ideas and support for other community initiatives as needed.

The experience that excites us

We're looking for someone who is:

- **Experienced in leadership development:** You bring prior experience in delivering, coordinating, and managing programs that support professional growth and leadership skills.
- **L&D-minded:** You have a strong understanding of how to structure and manage a professional development program to achieve impactful results.
- **Impact-focused:** You take pride in creating positive change and measuring the impact of your work through feedback and outcomes.
- **Community-minded:** You enjoy helping others and are skilled at making valuable connections within a professional community.
- **Organised and detail-oriented:** You can juggle multiple projects and logistics while maintaining a focus on the quality and impact of the programs.

WHAT WE CAN OFFER YOU

Boardwave presents an incredible career opportunity. We have great momentum, have an active and engaged Member base to build on, and you would be joining Boardwave at an early stage and this presents opportunities to develop and grow your career with us as the company expands. Plus you get to work with the amazing leaders of the software industry.

Among a host of other things, we offer:

- Hybrid working
- Competitive salary
- 25 days' holiday + Bank Holidays (allocated pro rata for part-time employees)
- Birthday day off
- Private medical insurance
- Personal development budget
- Home office set up allowance
- A mentor from within the network to support you on your personal career journey
- A team-orientated and meritocratic culture, and plenty of growth potential.

To apply please contact charlotte@boardwave.org