



JOB DESCRIPTION

JOB TITLE:	PROGRAMME DELIVERY LEAD
REPORTING TO:	PROGRAMMES MANAGER
FUNDED BY:	European Regional Development Fund
SUPERVISORY RESPONSIBILITY:	N/A
LOCATION:	Brighton
HOURS:	Standard office hours with occasional but expected event attendance, with the option to be flexible for the right candidate.
KEY RELATIONSHIPS:	
Internal:	Programmes Manager, Programme Administrator, Business Development Executive
External:	University of Brighton BRITE Project Delivery Team

This full-time post is available from January 2021 until March 2023 and is a member of the new Brighton Research and Innovation Technology Exchange (BRITE) project team.

ABOUT PLUS X:

Plus X enables and supports tomorrow's pioneers to meet the challenges of our time.

To have transformative ideas and make them happen; you need space, time, focus and the right people around you.

We give people the tools to collaborate, build, create, test, learn and make their ideas real. Because innovation only happens when we try something new, collaborate with someone unexpected and get a different perspective.

That's why we exist: To empower and enable bold thinkers turn an idea into something brilliant. To build local communities and help and help them grow. And champion the people using ideas for a better world.

ABOUT BRITE:

BRITE (Brighton Research Innovation Technology Exchange) has been designed by Plus X, in partnership with the University of Brighton, to support leaders of companies that have ambitions to grow and scale their business through innovation and collaboration and is receiving up to £5m of funding from the England European Regional Development Fund.

You can find out more at www.BRITEinnovation.co.uk

MAIN PURPOSE OF THE JOB:

To provide support to the Programmes Manager of the ERDF Brighton Research and Innovation Technology Exchange (BRITE) project facilitating successful delivery of the BRITE Innovation Programme. The role will be heavily involved with the creation and delivery of new programme elements being delivered under BRITE in 2022 as well as being a key point of contact and support for SMEs participating in existing BRITE programmes. Working closely with the BRITE Programmes Manager, this role will be involved in all aspects of BRITE delivery including programme interviews, onboarding, workshop delivery and 1-1 check in's with SMEs.

MAIN DUTIES:

Key responsibilities include:

- Supporting Programme Manager in delivering Plus X created BRITE programmes running in 2022
- Helping to design programme elements and running workshops
- Improving on existing programme design and processes
- Supporting Programme Manager with speaking to potential participants, conducting programme interviews, liaising with the University of Brighton and conducting tours
- Conducting regular 1-1 engagements with programme participants to ensure programme quality standards and to collect and capture key impact data
- To assist Programme Administrator with onboarding and offboarding of programme participants including any face to face engagements in relation to this
- Regularly engaging with members of the BRITE community and making sure they are satisfied with all services
- To foster and facilitate community spirit using communication channels such as Slack and other community activities
- Keep participants records updated and support Programme Manager in reporting duties when required
- Dealing with any arising issues quickly with SMEs experience at heart
- To undertake other duties appropriate to the grade of the post

KEY RESULT AREAS:

- Successful delivery of programmes / events

- Positive user feedback

OUR IDEAL CANDIDATE:

- Excellent communication skills
- Ability to delivery presentations and facilitate a group
- Ability to work with and engage various levels of stakeholders
- Ability to think creatively and use initiative to get the job done
- Ability to be flexible and reprioritise in a fast-paced environment
- A passion for innovation and supporting start ups
- Experience working with start-ups and SMEs and supporting them to grow desirable
- Previous experience working in a co-working space or an innovation hub desirable

PERSONAL & TEAM RESPONSIBILITIES:

- Provide a good role model for staff and trainees and project a positive image to internal and external contacts and customers
- Demonstrate the Company's culture, values and behaviours:
- Take responsibility for own self-development on a continuous basis.
- Carry out responsibilities with due regard to the Data Protection Act and current Data Protection policy
- Carry out responsibilities with due regard to the Company's Equal Opportunities Policy and Environmental Policy
- Work at all times within the code of the Health & Safety Act

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed.