



JOB DESCRIPTION

JOB TITLE	Programme Manager
REPORTING TO	Head of Programmes
LOCATION	Hayes, West London or Brighton with some flexible working
HOURS	Full time, with occasional event attendance outside of standard office hours

ABOUT PLUS X

Plus X transforms places. Through our spaces and business support programmes Plus X helps ambitious entrepreneurs and companies of all sizes to innovate and grow – which in turn makes the local areas we are based more vibrant and productive and creates new local jobs. Over the next few years, we will expand to do this at scale so that we can both create a bigger positive social impact and drive the commercial growth of Plus X.

To fulfil this mission, we are looking to attract people to join Plus X from a wide variety backgrounds who can add their unique experience and perspective and help us deliver on our ambitious goals. While championing diversity of backgrounds we also recruit for shared values and believe that our strong company culture is key to our success.

OUR VALUES

These are the behaviours and skills that will drive high performance and help us fulfil our mission:

We think big, bold and brave

Our mission is ambitious and to succeed we must each stretch our ideas and put big plans into action. This takes bravery and we support each other to set bold goals and deliver on them.

We give a damn

We care deeply about the success of Plus X and those we support through our work. Doing something we believe in gives us a secret weapon - it emboldens us, fills us with passion and makes us tenacious. We all have a stake in Plus X and feel ownership.

We are empowered

We make quick, smart decisions and support personal growth. The key is empowerment: allowing people to design their own solutions and feel confident in making independent

decisions. To achieve this we hire excellent people, set clear project goals and build alignment around our mission.

We believe wellbeing powers performance

Growing a new and innovative business is rewarding but it also takes a lot of hard work over a sustained period of time and that requires that we are all in good mental and physical health.

We learn quickly and evolve

We are a pioneering business and that means doing things we've not done before. Being curious, learning and evolving is at the heart of what we do, and we commit to doing things better tomorrow than we did today.

We have a business mindset

Business success creates prosperity and greater impact. Both Plus X and its members must be commercially successful if they are to grow, create jobs and improve lives.

ABOUT THE ROLE

To plan, deliver and manage start-up and corporate innovation programmes and provide a high quality of service for our community.

We are growing our portfolio of innovation programmes. Current programmes include: BRITE, as innovation programme for scaleups delivered in partnership with the University of Brighton; CRL accelerator, a 6 months programme for hardware start-ups going from prototype to manufacture; A Better World Collective, connecting brands with start-ups and scaleups creating sustainable solutions that will drive change in their industries; and Future Air Mobility, an challenge led accelerator delivered in partnering with Connected Places Catapult as well as partners from industry and academia.

KEY RELATIONSHIPS

Internal: Programme Teams, Marketing Manager, Partnerships Director, Business Development Associate.

External: Programme corporate partners, universities, mentors, start-ups

KEY RESONSIBILITIES

- Overall responsibility for the delivery of the Better World Collective Innovation Summits and new programmes from start to finish - scouting and recruitment of participant companies, onboarding, day-to-day operations for in-person and online workshops, mentor sessions, events, feedback and evaluation
- Continual improvement of the programmes by redesigning elements based on participant feedback and your expert knowledge
- Building and maintaining strong relationships with key programme partners including our network of mentors and fundraising experts and investors and the start-ups and alumni of past programmes
- Growing our mentor community to bring more value and support to start-ups and scaleups through our programmes.
- Working with Marketing Manager in the lead up to key events to help amplify Plus X and our impact to help recruit new partners and start-ups.
- Manage and track relevant budgets

KEY RESULT AREAS

- Positive feedback from programme participants and partners
- Achieving target outputs i.e., start-ups supported, trails achieved, products developed, jobs created, and diversity, inclusion, and equality of start-up applications and participation.
- Growth of our mentor community

OUR IDEAL CANDIDATE HAS

- Experience managing innovation and start-up programmes
- A passion for innovation and supporting start ups
- Ability to prioritise tasks and work independently
- 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
- Excellent organisation skills
- Excellent customer service skills
- Experience using Microsoft 365 (including Teams and SharePoint)
- Experience using a CRM system to manage and progress leads

- Previous experience working in a co-working space or an innovation hub
- Ambition to continually learn, develop and progress

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

OUR LOCATIONS

The Central Research Laboratory in Hayes, West London, 20 minutes by train from Paddington station and close to Heathrow Airport. It is located in The Shipping Building, a beautifully restored former industrial building at the heart of The Old Vinyl Factory site in Hayes, West London. It's an exciting and developing area and already home to the new UK HQ of SONOS and has a local climbing wall with an independent cinema opening soon. The building has an excellent café and a small gym, as well as bike storage and showers.

Plus X Brighton is our flagship building which opened in June 2020. It is situated in Moulsecoomb, close to the University of Brighton. Plus X Brighton is a seven-storey innovation hub awarded a platinum [WELL certification](#) for supporting health, wellness and sustainability throughout or building.

COMPANY BENEFITS

- 25 Days Holiday
- 2 x Volunteering days per year
- Pension Scheme
- EMI Scheme
- Seasonal socials, including team building, family day & the Christmas Party
- Flexible work with core hours of 10-4

Please send applications to: careers@plusx.space