



**European Union**

European Regional  
Development Fund

## **HEAD OF PROJECTS (Maternity Cover)**

Plus X creates innovation communities across the UK for the pioneers of tomorrow. We offer everything start-ups, scale-ups and corporates need to enable and accelerate innovation in their business. By designing and developing innovation hubs, we create communities with collaboration in mind. By delivering expert-led, holistic programmes, we help create long-lasting organisational growth and change. 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.

### **Job summary**

Plus X currently delivers two European Regional Development Funded projects: Brighton Research and Innovation Technology Exchange (BRITE) programme and the ERDF Central Research Lab programme. You will work with the ERDF Project Managers to ensure that the objectives and outputs are fully met in an effective and timely manner and support them to ensure compliance across project activity, particularly in emergent areas. It is expected that you will spend approximately 50% of your time across these projects.

As these projects are due to close in June 2023 a key part of this role will be to develop new project opportunities, to seek and develop new funding opportunities to build on the legacy of these highly successful projects. You will work closely with an external grant writer to facilitate and add value to funding applications. You will also be expected to implement new projects process for emergent projects.

This job is funded by the European Regional Development Fund (ERDF)

This is a fixed term post expected to last until June 2023

**Location:** Hybrid, predominately remote with occasional travel to Hayes or Brighton.

### **Main Duties:**

#### **ERDF Projects: BRITE (0.3FTE) and CRL (0.2FTE)**

- Line management of ERDF Project Managers
- Overall accountability for success of projects, reporting into Programmes Director regularly on progress
- Supporting ERDF PMs to ensure Plus X ERDF compliance, liaising with external advisory partners when necessary
- Monitoring performance against project plans to ensure delivery of outputs within budgets, to agreed timescales
- To explore opportunities to develop and create positive project legacies
- Lead on project summative assessments

## **PX Projects (0.5FTE)**

- Seeking opportunities for developing new projects
- Working closely with the grant writers to develop compelling applications and ensure and maximise strategic fit of future funded projects
- Maintaining knowledge of strategic funds across the public sector
- Developing relationships with potential funders (this could include leveraging existing networks, attending events, keeping up to date with news releases, proactive outreach)
- Implementing project management processes for new programmes and projects

## **Key stakeholders**

Internal: Programme Managers, Partnerships Director, Head of Operations, Head of New Programmes

External: Contract Managers at MHCLG and GLA, Head of Economic Development, University of Brighton, external grant writers and new project stakeholders

## **Key Result Areas**

- Successful completion and closure of ERDF projects
- Attract new project funding to the Innovation Programmes team of Plus X

## **Qualifications and Skills**

- Significant experience in project management, preferably in both the public and private sectors
- Successful track record of managing multiple large projects, including capital and revenue funded projects, and partnership projects
- Educated to degree level in an appropriate field (Project Management, Management, Economics, Public Policy, Innovation) or recognized PM qualification eg. PMI, PMP.
- Line management experience
- Excellent organisational skills, attention to detail and effective communication with colleagues and senior managers.
- Experience of seeking and successfully converting project opportunities
- Experience of SME support for innovation (desirable)

## Salary and Benefits

Salary range: £50,000-£60,000 dependent upon experience.

Plus X is proud to offer the following benefits to its team:

- Company laptop – option of Mac or Windows XP.
- Flexible work with core hours of 10-4.
- 25 days holiday (plus bank holidays).
- 2 x volunteering days per year.
- Hayes office has access to free gym. Brighton office - twice a week yoga class.
- All staff have opportunity to be trained and accredited mental health first aiders.
- Pension scheme.
- Focus on learning and development, growing company with growing opportunities.
- Focus on collaboration, team success and non-hierarchical culture.
- Regular all company communication meetings – fortnightly and quarterly.
- Seasonal socials including team building, summer family day and winter party.
- Quarterly all team surveys to check in on teams' happiness.

Plus X knows inclusive and diverse teams are strong teams. We support and encourages diversity to unlock potential and drive further innovation. We believe in equal opportunities and are committed to a fair and accessible recruitment process. If you have any questions or require any assistance during the application or interview process, please contact our Inclusion and Diversity Lead: [Jesshills@plusx.space](mailto:Jesshills@plusx.space) [01273 056128](tel:01273056128)