

We are hiring...

A Programme Coordinator, to assist and support the Head of Programmes to coordinate programme logistics and engage in administrative functions & event planning.

Key Information

- Temporary (full-time) six-month contract
- Salary - £22,000
- Competitive Benefits Package
- Based at The Innovation Centre, Queen's Island, Belfast
- Reporting to the Head of Programmes
- **Closing date for applications is Monday, 17th December at 10am**
- **Interviews will be held Thursday 20th and Friday 21st December 2018.**

Our Vision for Northern Ireland

A community of innovators so powerful that its people can change the world. Northern Ireland will become one of the most entrepreneurial knowledge economies in Europe by 2030.

Our Values

Our values can't be taught they are just who we are. They are embedded in all roles and all applicants must align with the attitudes and behaviours of Catalyst Inc as part of the recruitment process.

Integrity – Do the right thing, regardless

Be Bold – Be ambitious and dare to be different

Passion – We love what we do

The Role

The Programme Coordinator will provide logistical, administrative and stakeholder relationship support.

Functions

1. Engaging in efficient and effective communications as agreed with the Head of Programmes.
2. Managing the set up and coordination of meetings and panels on a regular basis.
3. Supporting the Head of Programmes in the development of documents, briefing papers, reports and presentations relevant to the programme.
4. Keep updated records to support growth and programme development.
5. Participates in a variety of meetings and workshops for the purpose of providing or receiving information, recording minutes, and supporting the needs of the programmes.
6. Assisting in the population of the customer relationship management system.
7. General administrative duties
8. Undertaking any other reasonable duties which fall within the remit of the role.

Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Degree Level Or • At least two years' experience in a similar role 	<ul style="list-style-type: none"> • Relevant degree in business or marketing
Experience/knowledge	<ul style="list-style-type: none"> • Some experience in a business environment • Strong CRM experience 	
Skills/qualities	<ul style="list-style-type: none"> • Excellent computer skills using Microsoft Office, e.g., Outlook, Word, PowerPoint, Excel • Excellent interpersonal skills • Ability to prioritize workload • Self-motivated with some ability to work on own initiative • Excellent communication skills both orally and in writing • Excellent organisational skills • A team player 	<ul style="list-style-type: none"> • Business networking skills • Business Acumen
Special requirements	<ul style="list-style-type: none"> • Proof of right to work in the UK • On occasions to work evenings and weekends for events 	

Criteria may be enhanced to aid shortlisting. Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience.