



We are hiring...

Catalyst Inc and Danske Bank UK are joining forces to create an exciting co-working space in Danske Bank's Flagship HQ building, Belfast City Centre. The space is dedicated to the growing cluster of early stage technology companies operating in the finance space who are ambitious to scale up and expand into new markets. An online portal is also being rolled out to support start-ups, connecting them with talent, investors, events and best practice tools, alongside facilitating open innovation between start-ups.

The portal, [the hub](#), is already live in Scandinavia and is currently the largest platform for start-ups across the Nordic countries.

With plans for the hub in Northern Ireland to go live by early September, we are recruiting for a [Hub Manager](#) to join the Catalyst Inc team to manage the day-to-day activity of the online portal.

Key Information

- Full time
- Salary up to maximum of £26k including potential for discretionary bonus
- Competitive Benefits Package
- Based at Danske HQ building, Donegall Square West, Belfast
- Reporting to Head of Programmes at Connect
- Closing date for applications is Friday, 27th July at 10am
- Interviews to be held week commencing 06th August 2018

Our Vision for Northern Ireland

Our vision for Northern Ireland is a community of innovators so powerful its people can change the world. Our role is to provide the home, networks and the empathy to nurture anyone with the talent and ambition to develop world leading products and services that will transform NI into one of the most entrepreneurial knowledge economies in Europe.

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

Working as an integral member of the Catalyst Inc team, The Hub Manager will be responsible for the successful day-to-day running of the online portal, The Hub, connecting start-ups with workforce, capital, tools and events.

Functions

- Day-to-day on-boarding and support to start-ups and applicants to the hub.io, including approving postings from Investors, job applicants, event space organisers
- Work as part of the co-working space team and Catalyst Inc. team, to target, potential users, and drive this traffic to theHub.io
- Provision of a level of expertise and user guidance on the content to be uploaded to theHub.io, including visuals and content of Start-up profiles and Investor profiles, along with Events information and promotion
- Identification of potential jobs, and benefit of uploading to the theHub.io
- Coaching and mentoring of how theHub.io can be used to best effect for each applicant
- Primary responsibility for the content of the site ensuring agreed guidelines are followed
- Collaborate with Rainmaking and other Geography Hub Managers on a day-to-day level to share best practise
- Represent and promote theHub.io at local events and on relevant platforms
- Collaboration with local Danske Bank team including Marketing
- Identifying and on-boarding of partners/sponsors to theHub.io – This will include promotion of Hub at Catalyst, Danske Bank/Bel Tech and INI events for example, business breakfasts, lunches and other promotional events
- Cover for Community Manager and vice versa during periods of leave and or illness.
- Assist with events as time permits
- Monitor progress and track hub KPIs, in line with KPI targets agreed
- Major marketing campaigns to drive traffic to the site.



Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Third level education 	<ul style="list-style-type: none"> • Relevant degree in marketing, comms or PR related disciplines
Experience/knowledge	<ul style="list-style-type: none"> • Demonstrated expertise in engaging and activating community groups • Demonstrated ability to work with client on developing on-brand messaging to encourage user-generated content creation and sharing • Experience establishing metrics and reporting/recommending strategies 	<ul style="list-style-type: none"> • Experience of working with technology, for example, audio visual, tele and video-conferencing, Wi-Fi, etc.
Skills/qualities	<ul style="list-style-type: none"> • Strategic business use of social media including Twitter, Facebook, Instagram and LinkedIn • Highly competent in Microsoft Office, eg, Word, PowerPoint, Excel and CRM solutions such as Salesforce • Excellent communication skills • Digital-savvy • Creative writing skills • A proven team player • Organised, self-motivated and excellent time management • Ability to build and maintain relationships and integrate a diverse range of stakeholders 	
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.