

We are hiring...

A Programme Manager to lead [Generation Innovation](#). Generation Innovation comprises a suite of programmes and events designed to energise the imaginations and aspirations of local young people by increasing their awareness of future careers as innovators.

Key Information

- Full time and attendance at occasional evening and weekend events.
- Salary range £28k - £32k depending on experience/qualifications.
- Competitive Benefits Package
- Based at The Innovation Centre, Queen's Island, Belfast.
- Reporting to Head of Programmes, Connect.
- Closing date for applications is Friday, 27th July at 10am.
- Interviews to be held week commencing 06th August 2018

Catalyst Inc

Catalyst Inc is a not-for-profit organisation that invests the surplus generated from our agile workspace and facilities, providing the underwriting necessary for the community-led development of our entrepreneurial innovation ecosystem.

Connect

Connect is a not-for-profit network of experienced entrepreneurs, business professionals and top research talent. We're dedicated to the creation and scaling of innovation companies in Northern Ireland. Every year we help over 600 local entrepreneurs to aim higher and succeed faster. Based on the proven University of California Connect model, we run intensive development programmes, track NI's knowledge economy and nurture the entrepreneurial spirit of young people. We introduce our programme participants to a network of potential investors and help plug gaps in their business knowledge.

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

The Programme Manager is responsible for the successful delivery of Generation Innovation ensuring all programme goals and objectives are achieved contributing to the fulfilment of the Catalyst Inc vision.

Functions

- Produce high level and detailed plans and reports for each specific programme and event
- To ensure all programmes and events have clear and measurable objectives
- Ensure feedback and impact data is collated and presented in a timely manner and presented internally and to the Generation Innovation Steering Team
- To maintain a strong working relationship with Member Companies and partner organisations
- To prepare and deliver visually appealing keynote presentations to a range of audiences as required
- To design, plan and deliver highly energetic and engaging programmes and events for young people
- Work effectively with the Catalyst Inc marketing team to ensure successful marketing of all programmes and events to the target market of young people via schools and other education related organisations
- Set and manage budgets for specific programmes and events
- Management of 3rd Party Suppliers
- Extensive use of Salesforce to maintain records and run reports
- Organising, promoting and running events including steering committee meetings.
- Recruit quality speakers, panellists and volunteers for all events to achieve targets
- Work with other programme managers to leverage synergies between programmes for entrepreneurs.
- Regular reporting to Head of Programmes at Connect
- Undertaking any other reasonable duties which fall within the remit of this role.

Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree with strong academic performance preferred 	<ul style="list-style-type: none"> Relevant degree in business, marketing or related field
Experience/knowledge	<ul style="list-style-type: none"> 3 years post qualification experience Experience of working with a diverse group of internal and external stakeholders at middle management to senior level Experience of organising successful events and/or programmes for young people (14 to 18 year olds) At least one year programme or event management experience including creative design and delivery 	<ul style="list-style-type: none"> Experience of working within a similar role Experienced setting and managing budgets Experienced raising Sponsorship for events Familiarity with the science, technology and entrepreneurial business sectors Experience working with entrepreneurial youth programmes and events Familiarity with schools and the NI education system
Skills/qualities	<ul style="list-style-type: none"> Strategic business use of social media including Twitter, Facebook, Instagram and LinkedIn Business networking skills Highly competent in Microsoft Office, eg, Word, PowerPoint, Excel Ability to communicate clearly both orally and in writing Ability to organise and plan work to achieve performance targets and deliver to strict deadlines A proven team player Organised and self-motivated Candidates should be passionate about inspiring young people to innovate 	<ul style="list-style-type: none"> Highly competent in CRM solutions such as Salesforce
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.