

We are hiring...

A Programme Coordinator, to assist and support the Springboard and Scale programmes, to sustain and build strong business relationships with stakeholders, to coordinate all programme logistics and engage in administrative functions & event planning.

Key Information

- Full time
- Salary - £22,000
- Competitive Benefits Package
- Based at The Innovation Centre, Queen's Island, Belfast
- Reporting to the Director of Springboard
- Closing date for applications is **Monday, 29th October 2018 at 10am**
- Interviews to be held w/c **Monday, 5th November 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. Our mission is to provide the home, networks and empathy to nurture anyone with the talent and ambition to produce world leading products and services

Springboard

Is an intensive process that challenges, supports and expedites robust go-to-market strategies for innovative companies. Open to businesses and entrepreneurs with high growth potential, the Springboard process provides an experienced entrepreneur network that will challenge and coach to help maximise opportunities and reduce go-to-market risk.

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 be responsible for the effective running of meetings and events and coordinating efficient communication with all stakeholders.

Objectives

1. To provide logistical, administrative and stakeholder relationship support.

Functions

1. Building strong business relationships, engaging in efficient and effective communications as agreed with the Director of Springboard.
2. Managing the set up and coordination of meetings and panels on a regular basis.
3. Assisting with the recruitment of speakers and panellists for springboard events.
4. Supporting the Director of Springboard in the development of documents, briefing papers, reports and presentations relevant to the programme.
5. Participates in a variety of meetings and panel workshops for the purpose of providing or receiving information, recording minutes, and supporting the needs of the programme.
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	<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	<ul style="list-style-type: none">•
Skills/qualities	<ul style="list-style-type: none">• 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.