

CPC454 – SME Development Manager

Location	London or Milton Keynes
Reporting to	SME Development Team Lead
Working hours	Full time
Contract type/duration	FTC – 12 months
Equal Opportunities	CPC is committed to ensuring it recognises equal opportunities
Date written	July 2021
Closing date	15 th August 2021

Purpose of the role

This role will play a key part in building the Catapult's SME community through working with innovative SMEs to deliver engaging Catapult programmes, developing new propositions that challenge the market and creating a community of SMES across our core sectors that drive innovation.

We are looking for a great communicator, who is client focused and with a proven track-record of success and the ability to get things done working both independently and within a team.

Key Responsibilities

Delivery of SME development activities, includes but is not necessarily limited to:

- Working on calls and bids to support the wider business programme through SME development, holding events that support and promote our programmes.
- Provide a single point of contact for all SME enquiries and relationships.
- Create, lead and manage the relationships for a range of propositions and business opportunities to support the Catapult's brand and business development activities in the marketplace on behalf of our SME partners.
- Undertake SME development activities individually and with the team, including but not limited to Business Needs Assessments, running events/webinars for the community, project exploration workshops, as well as supporting funded projects that require SME development input.
- Managing the CRM system for SMEs you are supporting, ensuring all SME entries are maintained accurately and in a timely manner.
- Promote the Catapult and its work across a wide range of platforms and events.

- Contribute to the design and delivery of new strategic partnerships that lead to organisational growth.
- You may be required to undertake any other reasonable tasks commensurate with this role and/or within your capability to enable the Catapult to realise its strategic objectives.

Required skills and experience

- Prior experience working in a business engagement role.
- Proven track record of delivering projects with multiple partners.
- Proven track record of organising and delivering a wide range of stakeholder events with strong presentation skills, both virtually and in person.
- Excellent person organisational skills, with the ability to prioritise your own work, and coordinate the work of other team members within the wider programmes.
- The capability to work autonomously and as part of a team. You should be a real self-starter who is able to make things happen.
- Excellent inter-personal relationship skills, and the ability to influence others.
- Excellent written and verbal communication skills, with fluency in English an essential requirement of this role.

Desirable:

- Bachelor's degree qualifications in business or a related discipline, or equivalent related experience. Working with SMEs and stakeholders in an incubator/accelerator environment
- Experience of international collaboration would be an advantage
- Experience working within the mobility, urban planning, architecture, built environment, cities/local authorities, digital technology or related domains would be highly advantageous.
- Knowledge of event management.
- Knowledge of the financial and practical support available to SMEs.
- Knowledge of grant funding available to SMEs e.g. InnovateUK
- Knowledge of the delivery of grant funded programmes.

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC454**