

CPC473 - SME Support Funding Officer

Location	London or Milton Keynes
Reporting to	SME Development Team Lead
Working hours	Full-time
Contract type/duration	12 months FTC
Equal Opportunities	CPC is committed to ensuring it recognises equal opportunities
Date Written	September 2021
Closing Date	7 th October 2021

Team Purpose:

The SME Development team are responsible for account managing Small-Medium Enterprises (SMEs) who work with Connected Places Catapult. This includes managing the Catapult's network of 4,000+ SMEs, and an extensive engagement programme running from network to market and delivering commercial and CR&D programmes, including DfT's TRIG programme.

This is a new role within the SME Development team because of a growth in activities the team are managing. As such, it represents an interesting challenge for someone to make the role their own and to grow alongside the increase in capacity this role will provide.

Key Responsibilities:

- Successfully manage SME focused projects through their Catapult journey from concept to bid development to project management and through to completion.
- Be the go-to point for information on and progress around SME focused projects which are not supported by a dedicated project manager. This includes the bidding, gateway, project management and financial control processes - ensuring agreed business practices are adhered to and data integrity is maintained.
- Develop and publish processes that allow for the clear management of information surrounding SME focused projects.
- Record and present all information surrounding SME focused projects in a coherent and well organised which can be readily explained to the rest of the team and senior managers as required.
- Liaise with the project management, finance and bid teams as necessary to ensure that new Catapult processes are brought on board and that they are aware of upcoming activity that they

may need to support.

- Engage with SMEs who are working on SME focused projects to ensure that they are aware of any activity they need to support and to track progress.
- Support the SME Development Managers, Lead and Team Lead on SME funding issues across the wider SME Development programme.
- 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

- Bachelor's degree qualifications in business or a related discipline, or equivalent related experience or prior experience.
- Working with SMEs and an understanding of the ecosystem they work in.
- Project management experience or prior equivalent experience.
- Experience of working with financial documents and spreadsheets
- 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.
- Excellent inter-personal relationship skills, and the ability to communicate clearly.
- Excellent written and verbal communication skills, with fluency in English an essential requirement of this role.

Desirable:

- A project management qualification e.g. Prince2
- Knowledge of the financial and practical support available to SMEs

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC473**