

CPC492 - Accelerator Programme Manager

Location	Milton Keynes or London
Reporting to	Accelerator Programme Team Lead
Working hours	Full time
Contract type/duration	FTC – 12 months
Date written	October 2021
Closing date	31 st October 2021

Purpose of the role

The successful candidate will manage the day-to-day running of demanding accelerator programmes to ensure they run smoothly, working closely with the Acceleration Programme Lead. You'll also play a key role in identifying the next generation of start-ups and adding quality mentors, coaches and partners to our network.

Key Responsibilities

- Day-to-day responsibility for the Accelerator Programme, including managing the partner relationships, scheduling, operations and programme communications
- Help to identify and develop new accelerator opportunities, including funding and industry partners
- Manage new and existing programmes from the point of concept to delivery, working with internal and external stakeholders to align accelerator activities to propositions and proof of concepts
- Coordinate accelerator events, including with other programmes
- Assist with outreach and sourcing to find the next best start-ups to join our programme
- Ensure the needs of the participating SMEs are met by their programme, to succeed
- Create a strong sense of community within individual accelerators and across the programme, including 'alumni' relations
- Assist Marketing, and other teams, with managing the programmes online presence across website, blog and social channels, including finding compelling content ideas
- Oversee the collection of relevant impact and GVA data

Required skills and experience

- Experience and knowledge of SMEs in the UK, with a preference of data and technology in transport, the built environment or critical infrastructure
- Experience of presenting and influencing individuals and groups including at board level and external stakeholders
- Demonstrable experience in delivering programmes of work to a consistently high standard
- A proven ability to work as a member of a team
- The ability and knowledge to successfully match, and coach, businesses with the most appropriate support

- Experience in resolving unique or complex problems using a combination of experience and knowledge.
- A knowledge of different sources of finance, both grant and commercial
- Experience of working in different types of organisations including corporate, academic and public sector
- Experience of running an accelerator programme and / or incubator activities, would be preferable
- Knowledge or experience of winning commercial bids, proposals and tends would be beneficial.

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: CPC492

Employment here is based solely upon individual merit and qualifications directly related to professional competence. We strictly prohibit unlawful discrimination or harassment on the basis of race, colour, religion, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation, or any other characteristics protected by law. We also make all reasonable accommodations to meet our obligations under laws protecting the rights of the disabled.