

## CPC518 - 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	December 2021
Closing date	9 <sup>th</sup> January 2022

### 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](mailto:jobs@cp.catapult.org.uk) with your CV and covering letter attached quoting the ref: CPC518**

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