

CPC522, CPC523 and CPC524 – SME Development Manager

Location	London or Milton Keynes
Reporting to	SME Development Team Lead
Working hours	Full time
Contract type/duration	2 Permanent and 1 FTC for 12 months
Date written	December 2021
Closing date	16 th January 2022

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 delivering 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.
- Contribute to the delivery of commercially funded and collaborative research and development projects which focus on engagement with SME communities.

- 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

Essential:

- Prior experience working in a business engagement role.
- Proven track record of delivering and coordinating 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 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.
- Project management qualifications e.g. Prince2, agile, MSP.
- Great presentation skills.
- 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: CPC522

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.

If we receive a high volume of relevant applications, we may close the advert earlier than the advertised date, so please apply as soon as you can.