



Job Title: Start-up Leicester Co-working Project Manager
Grade: 7
Salary: £34,804 to £40,322 per annum
Department: Leicester Innovation Hub in the Research and Enterprise Division
Hours/Contract: Part-time, Fixed term contract for 12 months
Reference: 1480

Role Purpose

You will project manage, implement and deliver the Start-up Leicester Co-working Project. This Project supports Leicester’s entrepreneurial community bring into place flexible and accessible co-working spaces for the city of Leicester to support a community which includes entrepreneurs, new start-ups, existing businesses, freelancers, remote employees, academics, students and graduates; and facilitate partnership and collaboration between the entrepreneurial community and with the project’s partner organisations. This includes Leicester Startups, Leicester Innovation Hub, DMU Innovation Centre and LCB Depot to enable success and facilitate opportunities that enable technology, innovation and entrepreneurial solution to address social, environmental and economic challenges.

Working collaboratively with partner organisations and entrepreneurial communities across the city, the University is seeking to drive a step change in the support offered for early stage businesses and provide exciting opportunities through which students and graduates can engage and positively impact their local community whilst developing their skills and experience.

To realise this ambition we are seeking a dynamic, self-motivated and passionate individual who is able to work with equivalent project and community managers at our partner organisations to connect resources available from each partner and the wider community and deliver practical support to meet the needs of the Start-up community and Leicester Co-Working Project.

Closely supporting Leicester Innovation Hub’s Business Manager, the post-holder will play a key role in delivering the strategic and practical goals of the Project as defined by our established project partner Stakeholder Group, made up of representatives from each partner organisation, including: initiating activities to stimulate and grow an organic entrepreneurial community; adding to the quality, reach and impact of start-up support in the city; realising the establishment of a network of appealing city centre co-working spaces; and raising the profile of Leicester as a successful entrepreneurial city.

Main Duties and Responsibilities % Time	
<ul style="list-style-type: none"> Working in close collaboration with partners (including equivalent community managers at local incubators, managed workspaces and with entrepreneurial communities and individuals) to develop and deliver a sustainable, coordinated and coherent ‘core offer’ of events, activities and co-working facilities which is attractive to students, graduates, entrepreneurs, freelancers and existing businesses, which complements existing local support provision to help start-up business and social ventures especially in the technology and creative sectors and social innovation space, to flourish and grow in the city. 	30
<ul style="list-style-type: none"> Under the direction of the partner Stakeholder Group and Business Manager, support Leicester Startups in the establishment of a city centre based permanent co-working premises by coordinating development and implementation of a sustainable business 	15





<p>plan, operating model, implementation of the stakeholder and governance structure and full utilisation of co-working space by meeting the needs of all users.</p> <ul style="list-style-type: none"> • Implement and Deliver support for early stage start-ups through a range of activities including one to one and group coaching, networking, workshop and speaking events which add value to existing start-up provision. 20 • Work with the Stakeholder Group and Business Manager to implement success measures to track and report all positive economic and social impacts arising from the Project to support its sustainability and ongoing business case. To monitor and record all activities, engagements and budgets to support the Business Manager in preparing and managing reporting for senior managers, the Stakeholder Group and external funders as required. 10 • Support the Business Manager and Stakeholder Group to identify and secure various means of support from public and private providers, which align to the aims of the Start-up Leicester Co-Working Project and help to enhance its reach, impact and sustainability. 10 • Increase the number of opportunities for students, graduates and academics to develop their skills and apply their research and knowledge by working alongside colleagues in the University, equivalent community managers from partner organisations and start-ups and social innovation initiatives including 'open research networks' across the three universities in the county. 5 • Act as a 'super-connector' facilitating the exchange of ideas and resources across Leicester's co-working community for the economic and social benefit of the city and locally, nationally and internationally champion and raise the profile of Leicester's start-up ecosystem through a wide variety of media channels. 5
Internal and External Relationships
<ul style="list-style-type: none"> • You will play a key role in the development of Start-up Leicester Co-working Project working closely with and reporting to the Leicester Innovation Hub Business Manager and established Project Stakeholder Group and with a range of other internal and external stakeholders (including equivalent community managers within our partner organisations) to devise a holistic and co-ordinated approach to establishing co-working provision. • Supporting the Business Manager and Project Stakeholder Group to leverage strategic level support and guidance to progress and establish Leicester Co-working. • Work closely with wider team members who will oversee operational elements of the Start-up Leicester Co-working Project as the programme expands over time.
Planning and Organising
<ul style="list-style-type: none"> • You will plan, prioritise and deliver own workload and provide project management. • Support Leicester Innovation Hub Business Manager and Stakeholder Group in leveraging funding support from external sources to develop initiatives in line with the strategy. • Co-ordinate and report on project activity across the institution and stakeholders including providing monthly updates to the Business Manager for reporting to the Stakeholder Group.





- Research and report on progress against the business plan and contribute to development by the Stakeholder Group of a business case and strategy for the future approach the Project takes for its success and continuation.

Qualifications, Knowledge and Experience

Essential

- Educated to degree level, or equivalent., or equivalent professional qualification*
- Excellent knowledge and understanding of developing an entrepreneurial ecosystem: drivers, policy, best practice, latest developments and issues*
- Understanding of the connection between student and graduate enterprise, entrepreneurship, University and start-up communities*
- Experience of working collaboratively on multiple stakeholder projects and of liaising with a wide group partners and stakeholders (at different levels) achieving buy-in and maintaining strong, ongoing working relationships*
- Experience of designing and delivering start-up support programmes/events and producing accompanying resources
- Experience of developing marketing and communication related to start-up and enterprise*
- Proven experience of project management*
- Experience supporting business start-ups*
- Proven experience of securing funding
- Experience of designing and implementing effective decision making structures
- Experience of monitoring and reporting on business development activities and budgets

Desirable

- A business start-up and/or business coaching related qualification
- Knowledge of business start-up processes
- Experience of working in a Higher Education environment
- Experience of supporting technology/social impact activities
- Experience of running own business
- Understanding of co-working good practice

****Criteria to be used in shortlisting candidates for interview***

Skills, Abilities and Competencies

Essential





- Ability to coordinate and deliver business coaching activities and to signpost to and have knowledge of start-up guidance support*
- Excellent interpersonal skills and ability to work confidently with a wide range of colleagues and stakeholders
- Excellent verbal and written* communication skills; with an ability to converse and network with a wide range of stakeholders across industry, academia and other organisations
- Ability to connect resources and people across organisations, and to support the buy-in from a range of stakeholders
- Excellent presentation skills
- Excellent planning and organisational skills
- Ability to work independently* and be self-motivated
- Ability to problem solve and overcome obstacles*
- Willingness to try new things, create sense out of chaos and capable of implementing innovative approaches to enable and enhance the project
- Ability to work with close attention to detail to produce professional, error free outputs
- Competent use of IT, including Microsoft Office (advanced Word, competent use of Excel), internet and social media*

Desirable

- Ability to source and secure investment and funding opportunities working together with partner organisations
- Excellent business research and report writing skills

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of





high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

