

## Incubator Manager

Job Ref: REQ190468

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### School/Department summary

### Job Description

#### Job Grade: Grade 7 Management and Specialist

#### Job Purpose

Delivery of our University Enterprise strategy requires working in partnership with a wide range of external organisations across our research and enterprise activities as well as nurturing new businesses and entrepreneurs from within the University's academic, researcher and graduate populations.

The Loughborough Incubator is a new initiative to develop an entrepreneurial ecosystem that actively nurtures nascent businesses from the University environment and the region. It builds on the very successful Studio programme for graduate enterprises and extends the reach to academic SpinOuts and external entrepreneurs/start-ups. We are developing a physical environment and activities that stimulate co-learning as well as an active network of advisors. The successful candidate will be expected to:

- To drive and develop an initiative to incubate and support spinout and start-up businesses at a new Incubator on the Loughborough University campus.
- To manage the operations of the Loughborough Incubator through its start-up and growth phases.
- To develop a vibrant and sustainable environment and support network - leveraging existing and new networks - that stimulates entrepreneurship and enables active learning.
- To act as a key business mentor for graduates, academics and external businesses interested in developing or already running a business.
- To significantly increase the number of spinout/start-up businesses and entrepreneurs resident at, or taking support from, the Incubator.
- To effectively utilise current entrepreneurial experience and practice to design, develop and deliver innovative entrepreneurial support programmes of the highest calibre.

#### Job Duties

Incubator Management:

- To drive the development and implementation of a vibrant and sustainable Incubator initiative – including a stimulating physical environment, an engaging support programme and an overall entrepreneurial and cooperative spirit. Together these elements should support the entrepreneurial ambitions of a diverse

range of Incubator 'Members' coming primarily from University graduates, University academics and external Start-ups.

- To manage the operations of the Loughborough Incubator through its start-up and growth phases – including planning any refurbishment of the Incubator space and day to day management. Liaising with Facilities Management to ensure all required facilities are in place and the physical incubator environment runs smoothly.
- To lead on bids for internal and external funds so that entrepreneurial activities can be further developed and accelerated and to manage delivery of any successful bids – including line management of any additional staff recruited through these funds.
- To drive a growing stream of income generation to contribute to operational costs by:
  - actively recruiting new Members
  - identifying opportunities to deliver paid events, training or development programmes
- To act as a mentor and to recruit a network of mentors for potential and existing Incubator Members wishing to set up or already running a business - offering specialist business advice, training and coaching both in group sessions, 1:1 appointments and drop-in clinics.
  - To design and organise delivery of a comprehensive programme of workshops, training and networking events to Incubator 'Members' both for small groups and for larger programmes - demonstrating strong organisational and event management skills.
  - To become a passionate ambassador for enterprise and entrepreneurship working with partners across campus to increase the interest, desire and capability to set up and run successful businesses as well developing awareness around the commercial desirability of enterprise skills.
  - Proactively identifying and delivering opportunities for entrepreneurs to access the very best support from the wider University and local, regional and national communities – including advisors on business, legal, IP and access-to-finance matters.
  - With support from the Marketing team, devise high quality advertising materials and marketing campaigns by exploiting social media and wider networks to effectively promote the Incubator offer, specific programmes (including the Studio) and also to support the specific marketing requirements of Members.
  - Effectively record and monitor quantitative data to accurately capture unique engagement in the Incubator and in the specific enterprise programme.

#### Graduate Enterprise Management:

A core element of the Incubator will be delivery of a programme of entrepreneurial support to Loughborough University Graduates. In particular:

- Manage the operations of The Studio, Loughborough's Graduate Commercialisation programme.
- Contribute to and ensure delivery of the graduate enterprise strategy as defined by the Head of Enterprise Network and Employer Engagement.
- Support and engage with the wider Loughborough Enterprise Network (<https://www.lboro.ac.uk/students/len/>) and maintain excellent relationships with partners within the Network.

#### Other

- To undertake any other duties which may reasonably be required by the Head of IP Exploitation or nominee that are commensurate with the nature and grade of the post
- This role will require some flexibility in working hours. Out of Hours/Evening work will be required.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

## **Special Conditions**

This role will require occasional travel away from the University to visit external partners, or funding bodies.

Some flexibility in working hours may be required from time to time in order to meet external deadlines.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

## **Organisational Responsibility**

Reports to the Head of IP Exploitation.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage	
Experience	Substantial experience in starting up your own business or of in-depth assistance/advice for other new business ventures.	1,2,3	
	Experience of developing and running an equivalent incubator initiative.	1,2,3	
	Experience of devising and delivering entrepreneurship education and training.	1,2,3	
Skills and abilities	Excellent stakeholder and interpersonal management skills including the ability to develop and manage partnerships and to mentor, coach and support a diverse range of entrepreneurs.	1,2,3	
	Able to effectively market and promote initiatives and services creatively and with impact.	1,2,3	
	A creative and innovative approach – identifying novel and fresh ideas to develop and promote initiatives.	1,2,3	
	Proven exceptional organisational, project and event management skills.	1,3	
	Excellent time management skills with the ability to effectively prioritise workloads, work to deadlines, and use initiative where appropriate to provide a professional and responsive support service.	1,3	
	Ability to act with discretion and to maintain confidentiality.	1,2,3	
	Outstanding written and verbal communication skills including the ability to deliver training to large groups.	1,2,3	
	Qualifications/Training	A degree or equivalent level professional qualification.	1,3
		A willingness to undertake further professional development as appropriate and to adopt new procedures as and when required.	1,3
Other	Willingness to work flexibly including some evening and weekend work as required.	1,3	
	Able to travel in the UK and occasionally worldwide.		

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience working with young people in a training, coaching and delivery environment.	1,2,3
	Experience of working in a Higher Education environment.	1,2,3
	Experience of writing successful business plans and funding proposals.	1,2,3
	Experience of working within a fast paced, proactive and client focused/service oriented team	1,2,3
Skills and Abilities	Understanding of legal contracts and Intellectual Property issues and ability to advise or signpost as required.	1,2,3
	A relevant qualification related to coaching and/or experience of coaching.	1,2,3

## Conditions of Service

The position is FULL TIME and OPEN ENDED. Consideration may be given, however, to part-time working or job-sharing for the right candidates, Salary will be on Management and Specialist Grade 7, £40,792 - £48,677 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Applications

The closing date for receipt of applications is **SUNDAY 30<sup>th</sup> JUNE 2019**. Interviews will be held on **TUESDAY 16<sup>th</sup> JULY 2019**.