

LUinc. Business Start-up Programme Lead (2 posts)

Job Ref: REQ220977

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

The Research & Innovation Office plays a leading role in shaping and delivering the University's research and enterprise activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates a number of different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research & Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

Role summary

The University has launched a dedicated business Incubator, [LUinc.](#), whose mission is to cultivate emerging innovative and ambitious businesses, bringing together academic and graduate entrepreneurs with founders from across the region and beyond to create a rich and vibrant entrepreneurial community. We are seeking dynamic, self-motivated and passionate individuals to coordinate and deliver programmes to support early-stage entrepreneurs, originating from inside and outside the university, working closely with the LUinc. team and colleagues from across the University, including the Loughborough Enterprise Network (LEN). You will help coordinate and deliver a project aiming to encourage and support aspiring entrepreneurs from across the region. The project will equip entrepreneurs with skills, knowledge, resources and networks to rapidly test, validate, setup and grow new businesses. In turn, rejuvenating the local economy by helping start-ups to generate new jobs, value and innovations. You will connect with regional partners, such as Charnwood Borough Council, the Growth Hub and Charnwood Campus, to promote the start-up support available through LUinc. facilities based at the Loughborough University Science and Enterprise Park (LUSEP) and in Loughborough Town Centre. You will engage with and inspire individuals to explore business start-up and recruit cohorts of new business founders, working with them directly to help develop and progress their businesses.

Job Description

Job Grade: Management and Specialist – Grade 6

Job Purpose

- To act as a crucial first point of contact for early-stage entrepreneurs interested in developing or already running a business, offering specialist advice and training.
- To coordinate an innovative start-up support programme, including virtual resources.
- To significantly increase the number of start-up businesses originating from the University and surrounding region.
- To act as an effective ambassador for LUinc. and Loughborough University.

- To coordinate and deliver the Restocking the Business Base Project, a post-covid recovery project which aims to rejuvenate the local economy by supporting new and emerging businesses.

Job Duties

- To coordinate and deliver operational aspects of the Restocking the Business Base Project, including for example design and delivery of workshops and reporting on progress toward project milestones.
- To act as the first point of contact for early-stage entrepreneurs wishing to set up or already running a business; offering specialist business guidance and training through group meetups, workshops, 1:1 appointments and drop-in clinics.
- Coordinate a comprehensive programme of workshops, training and networking events both to small and large groups of early-stage entrepreneurs demonstrating strong organisational and event management skills.
- In partnership with the Research and Innovation Office's marketing team employ fresh and creative strategies to promote the project, its activities and successes including print and online materials, workshops and other events.
- Support implementation and administration of a grant funding scheme for high potential businesses to access follow on facilities.
- In collaboration with the Incubator Manager, proactively help entrepreneurs to engage with local, regional and national communities and support organisations. Adopting a forward-thinking approach to ensure provision of the very best support.
- A passionate ambassador for enterprise and entrepreneurship working with partners to increase the number of people with the interest, desire and capability to set up and run successful businesses as well as developing awareness of the benefits of exploring business start-up as a career route.
- Effectively record and monitor quantitative data and report on project outputs, outcomes and impact to the funding body.
- Work with colleagues from across the institution, including LEN, Marketing, Property Office and Partnership Development teams to ensure a seamless offer for start-ups in particular between LUinc. facilities based on LUSEP and in the Town Centre.
- Working closely with the LUinc. Incubator Manager, support LUinc. to deliver on its mission to develop a rich and vibrant entrepreneurial community, and contribute to the design of a sustainable model of growth for the Project.

Other

- To undertake any other duties which may reasonably be required by the LUinc. Incubator Manager or nominee, or the wider Research and Innovation Office that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office
- This role will require some flexibility in working hours and off-campus working. 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

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 LUinc. Incubator Manager

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	<ul style="list-style-type: none"> Experience in starting and running own business or of supporting new business ventures. 	1, 3
	<ul style="list-style-type: none"> Experience of coordinating and delivering workshops and training events for small and large groups of people. 	1,2,3
	<ul style="list-style-type: none"> Project and event management experience 	1, 3
	<ul style="list-style-type: none"> Experience of working within a fast paced, proactive and client focused team. 	1, 3
	<ul style="list-style-type: none"> Experience coordinating innovative marketing campaigns and resources, including online and paper copy. 	1,2,3
	<ul style="list-style-type: none"> Experience of delivering one to one support and guidance of a business nature. 	1, 3
Skills and abilities	<ul style="list-style-type: none"> A creative and innovative approach. 	1,2, 3
	<ul style="list-style-type: none"> Proven organisational, project and event management skills. 	1, 3
	<ul style="list-style-type: none"> Proven ability to work flexibly and as part of a team. 	1,3
	<ul style="list-style-type: none"> Excellent time management skills with the ability to effectively prioritise workloads to provide a professional and responsive support service. 	1, 3
	<ul style="list-style-type: none"> Ability to act with discretion and to maintain confidentiality. 	1, 3
	<ul style="list-style-type: none"> Ability to effectively advise and mentor. 	1, 3
	<ul style="list-style-type: none"> Able to effectively market and promote services creatively and with impact. 	1, 3
	<ul style="list-style-type: none"> Excellent written and verbal communication skills including the ability to deliver training to large groups. 	1, 2, 3
Qualifications/ Training	<ul style="list-style-type: none"> A degree or equivalent level professional experience. 	1, 3
	<ul style="list-style-type: none"> A willingness to undertake further training as appropriate and to adopt new procedures as and when required. 	1, 3
Other	<ul style="list-style-type: none"> Willingness to work flexibly including some evening and weekend work as required. 	1, 3
	<ul style="list-style-type: none"> Able to travel in the UK. 	1, 3
	<ul style="list-style-type: none"> Commitment to always observing the University's Equal Opportunities policy 	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	<ul style="list-style-type: none">A business start-up and/or business coaching related qualification or knowledge of business start-up processes	1, 3
	<ul style="list-style-type: none">Experience of working in a Higher Education environment.	1, 3
	<ul style="list-style-type: none">Experience of administering and reporting on budgets	1, 3
	<ul style="list-style-type: none">Experience of securing funding	1, 3
	<ul style="list-style-type: none">Experience of working collaboratively on multi-stakeholder projects	1, 3
	<ul style="list-style-type: none">Understanding of how to develop thriving entrepreneurial communities	1, 3

Conditions of Service

We are recruiting 1.2 FTE to cover this activity to March 2024. We will consider full and part time applications. The post-holder would be based at the Loughborough University Science & Enterprise Park (LUSEP) with travel to Loughborough Town Centre secondary LUinc. facility. Salary will be on Management & Specialist Grade 6, £31,406-£40,927 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 available at: [Family benefits | People and Organisational Development | Loughborough University \(lboro.ac.uk\)](#).

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 5th September 2022. Interviews are expected to be held week commencing 12th September 2022.