

Incubation and Acceleration Associate

Job Ref: REQ230580

Department summary

The Research and 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 and 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. A client-facing coordinator to develop, implement, administer and monitor operational processes across the Incubator's membership and two shared workspaces on LUSEP and Lboro Town Centre (co-located with Loughborough College). To provide support with delivery of a programme of regular and ad-hoc events bringing together the Incubator community.

We are seeking a dynamic, self-motivated and passionate individual 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 across Loughborough Enterprise Network (LEN) and partners from outside the university. The post-holder will coordinate Incubator client facing programmes and community activities, in particular to maintain high quality programmes of support for startup founders, to deliver a structured mentor programme for business founders and to build new targeted programmes designed to enhance support to new businesses aligned with Loughborough's [Strategic Themes](#) and strengths growing a diverse and active entrepreneurial community across Incubator facilities.

Job Description

Job Grade: Management and Specialist – Grade 6

Job Purpose

- Maintain a consistently high-quality support offer for new businesses and founders supported by the Incubator.
- Build new targeted programmes designed to enhance support to new businesses aligned with Loughborough's [Strategic Themes](#) and strengths
- Plan, coordinate and deliver a series of events and activities to engage alumni and industry supporters of enterprise and innovation activities, working with colleagues across the institution in particular through Loughborough Enterprise Network (LEN)

Job Duties

- Coordinate the delivery of programmes of support for Incubator members; for Graduate Startups, Academic Spinouts and Startups originating from outside the University, including:

- Implementation of rigorous recruitment and selection processes
- Delivery of a comprehensive programme of workshops, training and networking events including for one to one, small group and large group programmes
- Deliver specialist business guidance, training and coaching both in group sessions, 1:1 appointments and drop-in clinics.
- Identify and engage with complementary networks which can add value to Incubator programmes and follow-on support for outgoing members
- Capturing of data and monitoring of programme participation and outcomes
- Manage delivery of a curated mentor network which connects alumni and industry experts with entrepreneurs / businesses supported by the University. This will include the Identifying, interviewing and inducting mentors and mentees, match-making startups and mentors and monitoring their engagements over the course of the programme
- Working with colleagues from Partnerships Team and LUSEP operational teams, plan and coordinate targeted events and programmes linked closely with the University's [Strategic themes](#) with the purpose of identifying and attracting prospective Incubator Members and industry partners
- Support the Incubator Manager and Incubator colleagues to fulfil the objectives of specific funded programmes including working directly with funders and industry partners
- Proactively identifying and delivering opportunities for entrepreneurs to access the very best support from the wider University and local, regional and national communities – including for example advisors on business, legal, IP and access-to-finance matters
- Liaise with the University's Doctoral College to deliver innovative and engaging programmes to nurture entrepreneurial spirit and cross-discipline activity amongst Doctoral Student groups, working with colleagues in the wider Commercialisation team
- Develop high quality content for the Incubator's virtual learning programmes for Incubator members, and explore the scope to offer these resources more widely, to prospective Incubator members and LUSEP partners
- Liaise with colleagues from across LEN, RIO, Property Services to devise and disseminate high quality marketing materials to advertise support available through the Incubator (including digital and physical assets:- posters, banners, fliers, social media assets, emails, rich content, website).
- Develop reports for internal and external stakeholders on the status of programmes and highlighting specific successes and priorities for ongoing improvement
- Maintain high quality, optimal and effective record keeping and monitor quantitative data to accurately capture unique engagement across all Incubator programmes
- Working closely with the Incubator Manager, maintain budget oversight and management for selected Incubator programmes and activities
- Foster a vibrant, engaging, supportive, safe, inclusive and innovative entrepreneurial community across the Incubators' physical spaces as part of the wider University Staff and Student Innovation Ecosystem.

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 and Procedures.

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

The post-holder would be based at the Loughborough University Science and Enterprise Park (LUSEP) with travel to Loughborough Town Centre secondary LUinc. facility. Salary will be on Management and Specialist Grade 6, £33,348 to £43,155 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/>.