

Job Description

Role: Innovation Project Coordinator (IPC01)

Reporting to: Innovation & Enterprise Manager

Purpose of role:	To provide effective and reliable support and coordination of activities for the Company's Innovation and Enterprise team, across its disciplines of Corporate, Public Sector & Academic partnerships and In-House business support projects.
Effect on the business:	Support provided by this role will have a direct impact on the overall success of our projects, which in turn impacts the future position, growth, reputation and success of the business.

Key Responsibilities:

Job Specific

Responsibilities include, but are not limited to:

- Project management in the fields of entrepreneurship support, innovation and digital
- Event coordination and delivery
- Stakeholder management
- Business outreach
- Project development and sales
- Evaluation and monitoring

This role will include working closely with influential external partners such as Google for Start-ups on Tramshed's Start-up Academy. The Innovation Project Coordinator will be responsible for our new events project with Barclays Eagle Labs. Barclays Eagle Lab is hosted in Cardiff by Tramshed Tech and both organisations work closely together to run educational and informative workshops for our internal and external network of members, tenants and partners, to support and encourage business growth in the tech and digital sectors across Wales.

Provide key support for event/project delivery by:

- Coordinating the day-to-day events and workshops
- Coordinating Stakeholder / speaker engagement and management

- Being involved in the delivery of events as required
- Updating admin processes, including, but not limited to, monitoring and reporting
- Collating financial information for invoices and reports
- Working with the marketing team to develop content and text for marketing materials

Provide key support for new and existing partnerships by:

- Carrying out searches for potential bids and procurement services, using facilities such as Sell2Wales
- Supporting the drafting of tender responses and sales pitches, including written reports and responses
- Drafting project plans & manuals
- Drafting marketing materials

Provide key support for specific work for Tramshed Tech by:

- Undertaking the monitoring & evaluation of projects
- Carrying out the collation of business-required data and KPI's
- Support key business areas in adopting a 'working together' approach

General

The successful candidate will be required to work in a positive, responsible manner and in accordance with the Company's Code of Conduct & HR Policies, ensure productivity levels are maintained to company standards and work towards their own professional development.

The successful candidate will engage with, understand, support and demonstrate the Company vision, values and aims and positively and professionally represent the company at all times.

Essential Criteria

- Project management and/or event management experience
- A passion for innovation and generating ideas

- Confidence in hosting events and activating others to get involved in your innovation projects
- Demonstrated persistence to ensure all project team members deliver on their areas of responsibility
- Excellent communication and relationship management skills, with team members, peers, external stakeholders and senior leadership
- Ability to deliver high-quality project work, whilst achieving an excellent level of stakeholder satisfaction.
- Ability to evidence experience and flexibility in an environment where changing circumstances are the norm
- Excellent interpersonal and communication skills, with the drive, credibility and authority to lead.
- Organisational skills to establish priorities to meet deadlines.

Desirable Criteria

- Proficient in the use of Microsoft Office packages
- Initiative and flexibility
- Problem-solving skills

- Base/main office is in Central Cardiff with Flexible working.
- Salary band 2, £24-28k, with benefits package.

Please submit a CV and a one page covering letter to admin@tramshedtech.co.uk quoting the relevant job code.

For questions please contact admin@tramshedtech.co.uk or 02920 103090 and ask for Louise Harris, CEO or Jess Phillips, Enterprise and Innovation Manager.

Closing date 17th September 12pm, Interviews w/c 20th September

