**Job Title**

Innovation and Enterprise Coordinator (Schools and Communities)

**Job Status**

Fixed Term Contract – 30 June 2022 (Extension subject to funding). This post is funded by through the UK Community Renewal Fund.

**Salary Banding**

£23,250-£26,999

**Reporting**

Business and Education Adviser

**Key Relationships**

|  |  |
| --- | --- |
| **Internal** | **External** |
| Education Director | Schools and Education Settings |
| Head of Education and Business Engagement | Local Businesses |
|  Business Support Manager | Partner Organisations and Stakeholders |
|  Innovation and Enterprise Coordinator (business) | Sub Contractors/Service Providers |
|  | Community Groups |
|  |  |

**Supervisory Responsibilities**

None

**Doncaster Chamber Vision, Values and Behaviours**

Our Values: Empowered, Helpful, Meaningful Collaboration, Credible, Belief

**Main Duties & Tasks**

The Innovation and Enterprise Coordinator’s main role will be to manage and deliver a programme of Innovation and Enterprise Challenges and associated grants to help solve some of Doncaster’s most pressing practical problems focussed on four key themes - environment, health, supply chain, digital development.

The purpose of the programme is to identify areas of shared concern, to invite solutions from innovators and entrepreneurs and to fund the development of these solutions.

This role will work directly with education settings and communities to develop solutions that will benefit multiple organisations and communities across the region.

Duties include:-

* Project Lead for the Innovation and Enterprise Challenge Programme across Schools and Communities
* Develop a robust and measurable criteria for entries to the Innovation and Enterprise Challenges and wider Programme support
* Work with local businesses to champion and mentor young people and individuals across communities to engage with the Innovation and Enterprise Programme
* Work closely with the Innovation and Enterprise Coordinator (Business), Business Support Manager and the Opportunities Doncaster team to ensure all aspects of the Innovation and Enterprise programme align with other support and engagement activity within the Chamber and with other key partners
* Develop and support a business-led Innovation Challenge panel of experts to assess and award funding to successful projects
* Maintain and make efficient use of rigorous project and financial management processes and procedures to enable required targets are met, reported and funding claims to be made
* Engage and network with appropriate partners and stakeholders building mutually beneficial relationships and referral points, attending appropriate events where necessary
* Working with the Head of Education and Business Engagement and partners, identify and develop strategies to sustain the Innovation and Enterprise Programme beyond the lifetime of the funding
* Ensure all activity to promote and engage in the Innovation and Enterprise Programme is fully inclusive and reaches all young people and communities
* Ensure effective use of the CRM across all aspects of the Innovation and Enterprise Programme
* Support the coordination of the operational delivery group, project and stakeholder board to ensure continued project communications, an effective governance and performance challenge process
* Provide succinct accurate data and reports to monitor performance, progress, impacts and outcomes in a timely way
* Create strategies to link engagement activity of all projects together, maximising engagement time and increasing productivity.
* Have a clear focus on quality at all times
* Always represent the Chamber and its members in a positive manner to partners and stakeholders.
* Adhere to all policies and procedures at all times.

**Skills, Experience & Competencies**

• Experience of working with schools and colleges to establish successful engagement programmes with students.

• Event Management Experience

• Evidence of good written and verbal communication

• Experience of report writing and presenting

• Evidence of ability to work on own initiative & to deliver to tight deadlines.

• Evidence of good organisational skills.

• IT literate, with experience of using spreadsheet and database packages

• Local business and education knowledge

• Passionate about careers education and business engagement

• Must be able to travel to venues situated within Doncaster

• Evidence of effective project management

 **Key Performance Indicators**

* + Actively engage and support at least 15 schools/college, 1500 young people and 75 individuals from communities across Doncaster to participate in the Innovation and Enterprise Challenges
	+ Support up to 10 of those entering the Innovation and Enterprise Challenges whose projects are shortlisted as finalists to link with local business and access additional start up funds to turn their idea into a viable business prospect.
	+ Identify at least 30 business mentors to support schools and individuals engage with and progress through the Innovation and Enterprise Programme
	+ Refer 40 individuals to ongoing business growth, support or training programmes
	+ Produce weekly reports for the Head of Education and Business Engagement, providing an update on all Innovation and Enterprise Programme contractual and internal targets.
	+ Ensure all activity is documented on the CRM system.
	+ Always represent the Chamber and its members in a positive manner to partners and stakeholders
	+ Adhere to all policies and procedures at all times

**Segregation of Duties**

Duties and areas of responsibility shall be segregated to reduce opportunities for unauthorised or unintentional modification or misuse of the organisation’s assets

Signed (Job Holder): Signed (Line Manager):

Date: Date:

Please return a signed copy to the HR Representative and retain one for your information.

*This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned*

**Doncaster Chamber Vision, Values and Behaviours**

**Our Vision: *“To be the best Chamber of Commerce in the UK.”***

**Our Values and Behaviours:**

# **Empowered:** “We have the freedom and confidence to use our own initiative and have trust in others.”

* + We are accountable, responsible and own our decisions
	+ We embrace challenge, feedback and enjoy learning

# **Helpful: “**We listen to peoples’ needs to make a positive difference with meaningful interactions.”

* + We are friendly, approachable and always show willingness
	+ We listen actively to provide tailored solutions and great service
1. **Meaningful Collaboration: *“****We work with others to achieve shared goals.”*
	* We add value to the people we work with by sharing our knowledge and skills
	* We welcome the opportunity to learn from others

# **Credible:** “We have an excellent reputation achieved through our people and demonstrated by our accreditations.”

* + We act with courage to honour our commitments
	+ We proactively seek development opportunities to enhance our knowledge

# **Belief:** “We believe in ourselves, our members, our partners and our borough”

* + We use positive and open communication
	+ We respect and have confidence in others and ourselves