## Job Title:
StoryFutures Network Co-Ordinator

## Department / Unit:
Centre for Digital Creativity / Media Arts

## Job type
Professional Services

## Grade:
7

## Accountable to:
StoryFutures Director

## Accountable for:
n/a

### Purpose of the Post

This is a key networking role in the delivery of StoryFutures project, acting as the lead interface between research and development activities taking place within the University and its partners and the needs and demands of local business. You will build on existing networks within the cluster, strengthening and growing these through a mixture of business development support, event and activity organisation and networking.

The role sits within the Media Arts Department as part of the new Centre for Digital Creativity (CDC), which brings together Media, Computer Science, Drama, Geography, Psychology, Management and Electronic Engineering. The role is specifically attached to the StoryFutures project within the CDC. StoryFutures is an R&D base for screen industries to meet the challenge of next-generation storytelling, producing compelling content for emerging creative technologies.

The post has a high level of networking responsibility, ensuring a dynamic relationship with SMEs is maintained to grow, sustain and spread StoryFutures’ work across the Gateway Cluster. It includes event production and working in collaboration with partners to support existing and planned events.

This role spans academia and industry, and is responsible for integrating StoryFutures’ programme of works into Local Economic Partnership planning and activities as well as existing regional and national networks and trade body partners work. The post is responsible for strategic and operational management of use of virtual partner networks – such as mailing lists and databases – as well as dashboards to engage, monitor and report on engagement, impact and KPIs. The role includes a responsibility for business development support and advice, with a particular concern to service the needs of those companies working within the StoryFutures incubation and hot-desking scheme.

### Key Tasks
- Act as a champion and key point of contact for creative industries and HEI partners; liaising and developing contacts with internal and external stakeholders to establish and build excellent working relationships with partner organisations to develop and ensure the smooth operation of StoryFutures.

- Work with creative industries partners to ensure the accurate capture, monitoring and reporting of impact and KPI data, including:
  - Assisting with the maintenance and accuracy of data on required systems for grant reporting
  - Monitor Dashboards and providing support to StoryFutures partners to self-service dashboard operations for impact monitoring

- Lead on planning, delivery and collaboration with partners on local network events that maintain an ongoing presence in the Gateway Cluster, utilising these as points to engage SMEs and Micros in the work themes and packages of StoryFutures R&D project. Such tasks include ensuring an ongoing roster of events for the incubation scheme.

- Provide business development advice to SMEs, micros and start-ups, including linking SMEs and micros to sources of expertise within the R&D partnership or externally.

- Plan, organise and execute larger scale road show and trade missions in collaboration with StoryFutures Director, Co-Investigators and Project & Communications Manager

- Take an active role in the strategy and delivery of StoryFutures Communications and marketing activities

- Develop and maintain a comprehensive awareness and knowledge of potential funding sources – public and private – to develop businesses activities/propositions that work with StoryFutures research. Provide guidance to academics and businesses as the requirements and policies of such funding.

- Visit partners at their place of business, network events across the cluster or in central London

- Build and maintain virtual networks, including making use of existing partner databases as well as developing newsletter mailing lists, social media connections and contact databases.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder will be required to work across the Gateway Cluster, spending time at Royal Holloway and other University partners as well as on site at StoryFutures’ creative industries’ partners.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- StoryFutures partner organisations
- SMEs that participate in Story Lab and network building events
- Policy makers
• Local Economic Partnership bodies.
• Commercial and public funding organisations
• Suppliers and venues for events