



JOB DESCRIPTION

Job Title:	Future Growth Producer
School/ Department / Unit:	StoryFutures - Knowledge Exchange & Commercialisation
Job type:	Professional Services
Grade:	RHUL 7
Accountable to:	Head of KEC
Accountable for:	None
Purpose of the Post	
<p>Job Description:</p> <p>The Future Growth Producer will oversee the production and delivery of a range of CoSTAR National Lab creative enterprise and commercialisation programmes from early-stage research to capacity and capability building for scaling enterprises. These programmes will be delivered in response to the specific needs and challenges of enterprises in the creative technology sector and engage leading industry, business growth and investment expertise in delivery.</p> <p>The post has significant programme production and project management responsibilities across a wide range of business support activities including masterclasses, workshops, intensive and longer-term programmes. Based in a busy innovation environment, this hands-on role involves substantial communication and coordination responsibilities and will collaborate with internal teams and external partners to support delivery. Engaging a diverse array of stakeholders across academia, creative technology industries is a key aspect of the role. The Future Growth Producer will manage the successful delivery of CoSTAR National Lab and Future Growth programmes which will:</p> <ul style="list-style-type: none"> ● Connect early-stage research, innovation, and investment together at the earliest possible stage to drive greater commercial, social, cultural, and creative impact. ● Accelerate capacity and capability building in UK businesses that have the potential to scale innovative, creative and technical solutions globally and react quickly to market opportunities. ● Collaborate with the best tech & creative executive mentors, funding, and investment expertise to build competitive advantage in an emerging market. ● Support access to and programme delivery within the network of CoSTAR labs. 	
Key Tasks	
<p>The Role will:</p> <ol style="list-style-type: none"> 1. Produce and manage, supported by an internal operations team, a range of high quality, engaging business support, knowledge exchange and creative enterprise programmes, based in the CoSTAR Labs, to include: <ul style="list-style-type: none"> - Intensive short term knowledge building programmes for early stage researchers. - Longer form business support programmes, that further company growth and IP development. 	

	<ul style="list-style-type: none"> - Intensive accelerator programmes that build capacity and capabilities in high potential creative technology areas within creative and technology enterprises. - The production of wider development, investment and tech transfer programmes as dictated by the needs of the CoSTAR programme. <ol style="list-style-type: none"> 2. Schedule and manage CoSTAR programmes, content and delivery to agreed timelines and budgets and organise internal teams and partners to deliver. 3. Collaborate with Network Labs, venues, facilities to co-deliver and facilitate CoSTAR programme logistics. 4. Procure specialist sector, creative, technical, legal, business, marketing, and commercial strategy expertise for programme delivery. 5. Oversee and manage individual and company application and selection processes in collaboration with the National Lab Operations Team. 6. Liaise with and manage external programme stakeholders and partnerships. 7. Work with other CoSTAR National Lab teams and activity as dictated by the needs of the programme, particularly in the National Lab's prototype, pilots and demonstrator work. 8. Play a key role in ensuring National Lab strategy and delivery provides a high-quality SME experience for users through programme delivery. 9. Collate and manage resources and collateral of value to programme delivery and knowledge exchange. 10. Collaborate with the Communications and Marketing teams to develop marketing collateral and support outreach and engagement. 11. Manage programme carbon and inclusion metrics, supporting collaborating partners/companies in their delivery of carbon and inclusion goals. 12. Work with the Impact & Evaluation Officer to ensure the accurate capture of data about their activities, directed by the Head of KEC, through project reports, surveys and event feedback. 13. Provide clear briefs and contact details for Contracts Manager to draft contracts for programmes and manage financial paperwork required by RHUL procurement. 14. To actively contribute to an inclusive and sustainability-aware culture of active staff engagement within the CoSTAR National Lab
<p>Other Duties</p>	<p>Duties may vary from time to time, as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted, with the expectation that the post holder will base their work at the National Lab and Royal Holloway's Egham campus.</p>
<p>Internal & External Relationships</p>	<p>The role will work within the CoSTAR Knowledge Exchange and Commercialisation team and report into the Head of KEC and the CoSTAR National Lab Senior Producer when activity involves wider CoSTAR production responsibilities.</p> <p>The following list is not exhaustive, but the post holder will be required to liaise with</p> <ul style="list-style-type: none"> ● CoSTAR Network Labs and partner organisations. ● External Stakeholders. ● UK Creative enterprises within the CoSTAR network and wider UK ecosystem. ● Academics and researchers. ● Investment community and industry expertise. ● National, local and International governments and policy makers

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Educated to degree level and/or evidence of equivalent work or research experience.	X		Application Form
Experience of working in creative industries and creative technology sectors and the way they contribute to innovation, inclusions, diversity, and sustainability.	X		
Skills Knowledge and Experience			
Working knowledge of the creative industry sector research and innovation ecosystem.		X	Application Form/Interview
Previous experience and expertise in managing, producing and delivering projects, programmes and events with multiple stakeholders.	X		Application Form
Experience of managing communications and co-ordinating input with a wide range of stakeholders.	X		Interview
Ability to work collaboratively as part of a team and work flexibly across a range of different work environments spanning industry and academia.	X		Interview
Experience coordinating projects, working with budgets, setting out project timelines, event logistics, tracking delivery, organising meetings, and reporting on project activities.	X		Application Form/Interview
Experience of working with and supporting cohorts of individuals, companies and participants engaged in projects or programmes.	X		Application Form
Excellent interpersonal skills, including team working, presentation, networking and ability to understand client needs effectively and efficiently.	X		Interview
Outstanding ability to work proactively.	X		Interview
Experience of stakeholder engagement management, including client relationship	X		Interview

management processes and systems (e.g. Sales Force, Zoho, Apptivo or large complex databases/spreadsheets)			
Knowledge and experience of KPI and impact monitoring.		X	Interview
Special Conditions / Other requirements			
Ability to travel nationally.	X		Interview
A commitment to continuous personal development.	X		Interview
A commitment to working in, and contributing towards, a culture of inclusion and diversity	X		Application Form
A commitment to developing best practice in sustainability	X		Interview