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| **Job Title** | **Sustainable Enterprise Centre (SEC) Manager**  |
| **School / Service** | **Knowledge Dock Ltd** (Independent limited company operating from the UEL premises) |
| **Grade and Salary Range** | **Grade F** (£44,577 - £49,641) |
| **Location and Hybrid working status** | **Docklands Campus – Hybrid Working** |
| **Reporting to** | **Board of Directors of the Knowledge Dock Ltd. Company**  |
| **Responsible for** | **N/A** |
| **Liaison with** | **RDCS Stakeholders, UEL Academic and Professional Staff Members, Knowledge Dock Limited Board of Directors.** |
| **Contract type** | **Permanent (Full-Time)** |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**ABOUT THE KNOWLEDGE DOCK Ltd. COMPANY**

Knowledge Dock Ltd company is an independent limited company operating from the University of East London campus premises, registered in the Knowledge Dock building on UEL Docklands campus. The principal activities of the company were rental income from the management of business start-up units, training and consultancy and research assignments.

The 2022/23 year is a time of change for the Knowledge Dock. As part of the overall vision to transform a third of the Knowledge Dock building into the Royal Docks Centre for Sustainability (RDCS), the current UEL Business Centre, operated by the Knowledge Dock Ltd, will also be transformed into the Sustainable Enterprise Centre (SEC). The SEC will support the launch, development and growth of sustainable businesses that create good jobs for our students and the people of Newham. Businesses will have access to state-of-the-art facilities, University academic and research expertise and student talent, and a network of experts and investors. The SEC will deliver a range of start-up, acceleration, and support programmes, targeting the green economy, tech, socially impactful organisations, and sustainable makers, creating a community of organisations driven by purpose and delivering innovation.

The building is currently undergoing refurbishment to align the physical space with the new vision of the RDCS and, within it, the Sustainable Enterprise Centre. In preparation for this refurbishment, former businesses in the business centre either had their tenancy terminated or were moved to temporary offices on campus during the construction phase, which is expected to complete in Autumn 2023 with a grand opening of the RDCS in early December this year.

In the long term, the new SEC aligns more closely with the university’s vision to become the regional hatchery for innovation, skills, and enterprise. The outputs for the new SEC include:

• 250 new jobs created

• 400 sustainable businesses created and/or supported

• 50 Research Projects

• 100 Global business users

• 875 Internships and other work-based learning opportunities for UEL students

• 50% BAME & female-led businesses at the Centre

• 100% Businesses signed up to RDCS Community Wealth Building pledge

**JOB PURPOSE**

As an anchor institution within the region, University of East London is responding to the needs of the next industrial revolution by creating the Royal Docks Centre for Sustainability (“RDCS”), which will be a regional hatchery for innovation and enterprise. It will connect and support students and graduates of UEL with businesses and communities of East London. The RDCS is currently under construction and will be completed in Autumn 2023.

Part of the RDCS is the newly transformed Business Centre called the Sustainable Enterprise Centre (SEC). It is being created to support the launch, development and growth of sustainable businesses that create graduate-level, green, and good jobs for students, alumni, as well as for the people of Newham. It will become a global gateway and provide soft landing services for international businesses. The SEC will deliver a range of start-up, acceleration, and support programmes.

Supported by the RDCS team and reporting to the Knowledge Dock limited company Board of Directors, the Sustainable Enterprise Centre Manager will develop a clear vision and operating model for the Centre to become a profitable entity, which they will run in accordance to the business plan and clear set of agreed deliverables. It is a high-pressure role with clear expectations of commercial success of the centre. In addition to the strategic aspect of the role, the SEC manager will oversee the day-to-day operations of the Centre and will also provide business support and run a business acceleration programme. The postholder will develop an ecosystem of venture building, supporting start-up and scale-up businesses. This individual will also work with wider stakeholders to develop an offering to attract global businesses to the SEC. There is an expectation that in addition to the above-mentioned outputs the new SEC will continue generating income from its rental, consultancy, and other relevant activities. The SEC will embed a culture of sustainability in everything it does with a commitment to support underrepresented entrepreneurs and businesses aligned to the UN’s sustainable development goals.

**KEY DUTIES AND RESPONSIBILITIES**

* Develop a clear vision for the Sustainable Enterprise Centre supported by the detailed business plan and operating model in order to achieve a set of KPIs, making the Sustainable Enterprise Centre a profitable entity within a wider Royal Docks Centre of Sustainability.
* To proactively support Centre residents and programme cohorts as well as programmes thus inputting into economic development of the region.
* Provide and source business scale-up programme advice by delivering workshops, business surgeries and seminars to creating an entrepreneurial hub.
* Supporting relevant internship & placements programmes.
* To create delivery and grow incubator and accelerator programs within the community of students, mentors, industry stakeholders, and start-up alumni. Measure both operational and strategic approach in the success of the incubators and accelerator programs.
* Source business support funding opportunities and bid writing opportunities.
* To manage and oversee all contracts, tenancy agreements, and associated invoices ensuring they are issued to SEC residents and programmes cohorts in a timely manner.
* Reporting to and updating the relevant stakeholders as required.
* Provide support services for an incubation and acceleration corporate challenge programme taking place at the SEC.
* Initiate and develop international collaborations with partners and businesses.
* To develop and maintain a marketing strategy to raise the profile of the Centre and their development into local enterprise hubs for tenants and wider business community.
* To manage SEC budget & forecasting by working closely with the relevant Finance business partner, monitoring monthly and annual financial returns for the centre, advise on budget figures and areas where additional revenue can be generated.
* Maintain close linkages with all the UEL Schools and relevant faculty.
* To liaise with internal and external organisations to ensure that potential enquiries related to enterprise development receive a positive response.
* Maintain visual standards of the centre.
* Attend internal and external networking events to promote the SEC.
* Carry out tours of the Centre to potential new user and visitors.
* Carrying out any other duties and activities appropriate to the role, which contribute to and enhance the image and efficiency of the SEC.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Experience of working in the area of innovation and entrepreneurship support, delivering incubation and acceleration programmes (A/I)
* An understanding of the support needed for businesses at varying stages of maturity (A/I)
* Experience in strategy formulation, development, and execution (A/I)
* Experience of managing budget and forecasts (A/I)
* Operations experience (A/I)
* Experience in managing multiple stakeholders both internally and externally who may have competing priorities (A/I)

**Desirable**

* Previous experience working within the Higher Education environment (A/I)
* Strong project management and grant management experience (A/I)
* Commercial acumen (A/I)
* Experience working with funding bodies, or bid writing experience with favourable outcomes (A/I)

**COMPETENCIES REQUIRED**

* Strong analytical and conceptual thinking skills and ability to transform abstract ideas and insights into tangible strategic plans (A/I)
* Highly organised with an ability to manage multiple projects in a deadline intensive, multiple stakeholder environment (A/I)
* Excellent oral, written communication and presentation skills (I)
* Excellent inter-personal skills and ability to influence both internal and external stakeholders at all levels (I)
* Able to prioritise and meet deadlines (I)
* Must have the curiosity needed to solve problems (I)

**OTHER ESSENTIAL CRITERIA**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)
* Willingness to work flexibly & travel if/when necessary (I)
* Ability to work independently.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* A bachelor’s degree or equivalent

UEL are an inclusive equal opportunities employer and are proud of our Equality, Diversity, and Inclusivity achievements. We expect all employees of UEL to embrace our EDI policy and will not tolerate discrimination in any form.

So, if you’d like to take your career to the next level with us here at the University of East London and are inspired by our environment and drive for success, we want you to apply today!

**Criteria tested by Key:**

A = Application form

I = Interview