

## **IN4.0 ACCESS Accelerator Manager – Job Description**

**Reports to:** CEO.

**Salary:** £35,000 - £40,000 dependant on experience.

**Location:** The role is based between our offices at UCLan, Preston and The Landing, MediaCity, Salford. Travel across the North West is also required.

### **Main purpose of the role:**

You'll be responsible for leading the successful development and delivery of our ground-breaking manufacturing accelerator programme that empowers businesses to start, scale and succeed in Industry 4.0.

The IN4.0 ACCESS Disruptive Innovation Accelerator programme, delivered in partnership with BAE Systems, NatWest and UCLan, enables manufacturers to take advantage of Industry 4.0 technologies so that they can improve the productivity, profitability and competitiveness of their businesses.

The programme's unique approach to upskilling technical staff to post graduate Chartered Engineer level, underpinned with a commercial innovation project and funded by the apprenticeship levy, makes it the first of its kind in the UK.

### **Accountabilities:**

#### **Programme recruitment**

- In association with the CEO, Business Director and Marketing Manager, support the recruitment of delegates, ensuring target numbers and revenues are met.
- Support with the design and delivery of recruitment type events and campaigns.
- Engage in external communications through social media presence to help create awareness of ACCESS business alumni and networks.

#### **Programme planning, development, delivery and management**

- Plan, develop, manage and deliver the programme across regional markets and delivery hubs in Greater Manchester, Lancashire, Merseyside and Cumbria.
- Work with and coordinate the programme technical leads, academics, consultants and delivery partners to ensure programme briefs, objectives, content and outcomes are delivered to high quality standards and in line with university accreditation processes, where appropriate.
- Identify, source and manage subject matter experts to deliver on the programme through a combination of industry partners, IN4.0 fellows and consultants and academic institutions.
- Working with the Marketing Manager, manage the execution of the Accelerator programme's online CPD platform and associated content and forums.

- Coordinate and organise meetings and events including the preparation of relevant documents and attend and contribute to relevant meetings and events.
- Develop efficient, customer-led processes around client on-boarding, programme and client management and delivery to ensure a world class customer experience.
- Provide the coordination and administration support for the programme including scheduling dates, venues, speakers and catering.
- Develop and activate processes for monitoring and evaluating on-going delegate satisfaction and programme evaluation.
- Maintain on-going engagement with delegates on the programme and their sponsors, through regular client/account management, coordination of consultancy and innovation project support.
- Position, facilitate and collaborate with ACCESS delivery teams of academic learning, funding and technology adoption projects.
- Host International ACCESS cohorts, facilitate business introductions and prepare for successful commercial outcomes.
- Maintain all CRM reporting to track business performance and capture impact reporting data.

#### **Partnership development and management**

- Identify, brief and manage industry delivery partners for the programme.
- Account manage industry partners to develop and retain relationships.

#### **Commercial sponsors development and management**

- Identify commercial sponsorship opportunities.
- Identify, develop pipeline and convert commercial sponsors to meet revenue targets.
- Prepare and pitch proposals to commercial sponsors.

#### **Other**

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

#### **Person specification:**

##### **Experience**

- Experience in a commercial, client facing role, working with and managing senior stakeholders.
- Project/Programme Management experience; multiple programmes/projects/events in a commercial training and/or consultancy environment.
- Working with or within senior leadership teams.
- Account/client management.
- Working with sponsors and partners; writing and presenting compelling commercial proposals at senior level.
- Managing budgets and effectively applying key commercial decisions, business and other management processes.
- Actively building and accessing own professional network appropriately.
- CRM systems, use of Salesforce would be advantageous.

**Skills**

- Excellent interpersonal communication skills with the ability to build strong working relationships with team members and senior level stakeholders across manufacturing, technology, academic and practitioner communities.
- Persuasive and influential at senior level.
- Highly polished presentation skills.
- Ability to communicate content of a specialist or technical nature to non-experts and experts alike, using high level skills to tailor the message to the audience.
- Planning and organising with attention to detail.
- Ability to work on multiple work streams and prioritise under pressure.
- The ability and knowledge to successfully deliver commercial outcomes.
- MS office literate (Word, Power point, Excel, Outlook).

**Knowledge**

- Understanding of manufacturers and the manufacturing sector.
- Understanding and awareness of Industry 4.0 technology and terminology.
- Awareness of Leadership and Management and L&D terminology.
- Knowledge of/experience of HE, Apprenticeship programmes and Levy funding would be advantageous.

**Attributes**

- Self-starter with a 'can do' attitude.
- Commercially aware and astute.
- Passionately customer focused.
- High levels of emotional intelligence and self-awareness.
- Ability to lead and energise others.
- Requirement to work flexibly as per business demand.

**Education**

Degree level or equivalent experience.

**Other**

This role requires travel across the North West. The role holder will be a car owner with a full clean driving licence.

**To apply for the role, please send your cover letter and CV to: [info@in40.co.uk](mailto:info@in40.co.uk)**