

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03845

Service Area: Infrastructure Investment

Grade: G6

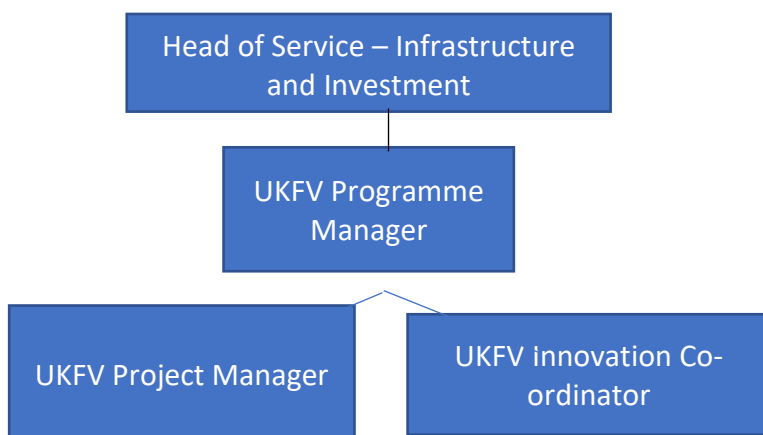
Job Title: UK Food Valley Innovation Co-ordinator

PURPOSE OF JOB:

The UK Food Valley is an initiative run through Lincolnshire County Council that aims to promote Greater Lincolnshire's agri-food sector to become a top 10 global food cluster. Supporting innovation within the sector is key to this mission. The Innovation Coordinator position will co-ordinate and generate innovation activities in Agri-Tech and Food Tech sectors across Eastern England (Cambridge, Norfolk, Suffolk and Greater Lincolnshire).

The post will be a 12-month fixed term post with potential for contract extension dependant on funding.

TEAM STRUCTURE:



MAIN DUTIES:

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

The post is the main day to day contact for the Agri-Tech and food tech launchpad in Eastern England – An Innovation Programme. The main duties of the role are Innovate UK Project Administration - Claims and reporting, co-ordination of activity and work programmes for 4 innovation leads in Cambridge, Norfolk, Suffolk and Lincolnshire, including meeting co-ordination, webinar organisation, events organisation, preparation of briefings, working with four marketing and comms teams to develop content, and developing relationship with key stakeholders.

- Innovate UK project Admin and claims
- Work with marketing & comms teams in four areas to create content
- Organise webinars

- Organise grant mentoring programme
- Work with a variety of stakeholders, such as Innovate UK, Agri-TechE, LIAT, NCFM, Adastral Park to develop an innovation and tech eco system for the Ag and Tech sectors
- Collate information about funding opportunities in the region
- Work across LCC, Norfolk County Council, Suffolk County Council, CPCA to understand opportunities in the region
- Organise in person events
- Keep up to date with business news within the region
- Support in developing web platform for the region
- Spend time with business community to understand industry challenges in the region
- Arranging monthly meetings with project partners
- Arranging internal and external meetings
- Support with social media promotion of the region and the innovation and tech opportunities
- Travel between the four counties
- Support with website – procurement & delivery

Key tasks;

1	Co-ordinate all activity on the UKFV Ag tech and food Tech Launchpad programme activity across the 4 areas of Cambridge, Norfolk, Suffolk and Greater Lincolnshire – Act as the main day to day contact for the Programme for LCC, for partners, businesses and for regional and national organisations.
2	Develop and monitor a project plan, evaluation plan, comms and marketing plan for the programme.
3	Co-ordinate the virtual launchpad team.
4	Direct and co-ordinate the four organisations to deliver the activities within the Programme.
5	Prepare financial claims and monthly reports on behalf of the Programme to Innovate UK, and other partners.
6	Develop and implement a marketing and communications action plan that promotes innovation in the ag tech and food tech sectors.
7	Organise Innovation webinars, Conferences, visits.
8	Keep up to date with news and policy on Ag tech and Food Tech.
9	Develop the website with up-to-date information on Innovation activity and calls within the sector.
10	Ensure relevant and appropriate comms activity across all comms channels.
11	Under the direction of the UK Food Valley Programme Manager, and Programme Panel, contribute to the development of a UKFV Strategy.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Knowledge			
A relevant first degree in a relevant subject, OR in the absence of a formal qualification the post holder will have equivalent experience in economic development, innovation or the agri-food sector	Application	x	
Skills			
Methodical and well organised with an ability to manage heavy workloads and produce high quality work to tight deadlines	Application and Interview	x	
Excellent communication and interpersonal skills at a senior level with partners, stakeholders, media, businesses and the public	Presentation	x	
Ability to produce summaries of complex issues for presentation to a range of audiences			x
Self-starter who can work to and meet performance targets			x
Budget Management	Application		x
Excellent IT Skills across the entire Microsoft package	Application and presentation	x	
Experience			
Strong knowledge and understanding of business issues, economic development and regeneration	Application and Interview	X	
Established programme management skills at a professional level – strong knowledge and application	Application and Interview	x	
Extensive experience of interacting with a range of public and private sector organisations	Application and Interview	x	
Understanding of Greater Lincolnshire	Presentation		x
Strong understanding of the Food Sector	Presentation	x	
Personal Qualities			

Resilience and Flexibility in the face of changing circumstances			x
Ability to work well with others and collaborate			X
Well organised and able to perform under pressure	Application and Interview	x	
Focused on outcomes			x

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.