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JOB DESCRIPTION

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| **Job Title: Business Innovation Coordinator**    **Grade**  **Spot point**  **Directly responsible to: Business Innovation Advisor** |

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| **Purpose of job:**  **Funded by Innovate UK through the Further Education Innovation Fund (FEIF). This role is one of ten BICs (Business Innovation Coordinators) across Greater Manchester and will be employed by Bolton College.**  **The BIC will be the face of the Innovation Centre and will be responsible for planning, coordinating, and executing business innovation events while also fostering the growth of the GM Colleges innovation community. The role will require event management, excellent communication with a wide range of stakeholders, and a strong ability to build and nurture relationships within the business community.**  **This role is part of an exciting new project within FE and will require flexibility and adaption as the project progresses.** |

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| **MAIN RESPONSIBILITIES AND DUTIES:**   1. Plan and execute innovative business events, including conferences, workshops, and networking sessions. 2. Coordinate logistics, venue selection, catering, technology requirements, and overall event management. 3. Develop and implement strategies to build and grow our innovation community. 4. Maintain records of contacts / update CRM / track enquiries and BIA engagements. 5. Cultivate relationships with local businesses, entrepreneurs, and industry partners. 6. Facilitate workshops and events to generate creative ideas and solutions. 7. Collaborate with speakers and thought leaders to curate engaging and relevant content for events 8. Create promotional materials and content to attract and inform the community. 9. Design and execute comprehensive marketing campaigns to promote events and community initiatives. 10. Utilise various channels, including social media, email, and partnerships, to maximise reach. 11. Create and facilitate networking opportunities within events to enhance community interaction. 12. Establish partnerships with local organisations to expand the reach of the community. 13. To undertake such other duties that may be reasonably required commensurate with grade. 14. Utilise technology for event registration, communication, and engagement. 15. Explore innovative ways to incorporate technology into events for an enhanced participant experience. 16. Implement mechanisms for collecting feedback from event attendees and the community. 17. Use feedback to make continuous improvements to events and community initiatives. 18. Prepare post-event reports and analyse the success of events against set objectives 19. Monitor community growth and engagement metrics.      1. It is the responsibility of the post holder to promote equality and diversity throughout the College. 2. To promote health, safety and welfare throughout the College. 3. To undertake their duties and responsibilities in full accordance with the College’s Health and Safety Policy and Procedures.      1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College. 2. The post holder will undertake their duties in full accordance with the Colleges’ policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff. 3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check. 4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check. |

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| **PHYSICAL CONDITIONS**  **PLACE OF WORK**  This post will be based predominantly at the Deane Road Centre, but as the college has a number of out centres in the Bolton area, the post holder may be expected to visit these from time to time as needed.  **WORKING HOURS**  You will be expected to work 37 hours per week. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.  **Training**  The College wishes to encourage staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.  All staff will be required to participate in an annual staff development review.  **SOCIAL CONDITIONS**  **PROBATIONARY PERIOD**  For new employees to Bolton College, the first 9 months will be a probationary period, during which their suitability for the position to which they have been appointed will be assessed. The College reserves the right to extend their probationary period if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the College on giving one month’s written notice. The College’s Disciplinary Procedure will not apply during the probationary period.  **APPRAISAL**  The post holder will be required to participate in a staff appraisal scheme approved by the College.  In the interests of health and safety, smoking is not permitted at Bolton College. |
| **JOB DESCRIPTION PREPARED BY:**  **DATE: March 2024** |