



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Programme Coordinator, Nexus - Research and Innovation Service



Salary: Grade 7 (£33,797– £40,322 p.a.)

Reference: CSNEX1009

Fixed term for 2 years due to specialist skills/project for a limited period

We will consider job share and flexible working arrangements

Programme Coordinator

Nexus – Research and Innovation Service

Are you an ambitious and adaptable individual with experience of delivering new innovative programmes to support individuals succeed? Are you able to build strong relationships and communicate effectively with people in a range of different roles? Would you like to support the development and delivery of mentoring and engagement programmes?

This is an exciting opportunity to drive the development and delivery of two new programmes that will provide a significant boost for innovation engagement across targeted cohorts of early career academics and help our Nexus members develop and grow at pace.

Based within Nexus and reporting to the Engagement Manager: Talent and Skills, you will join a passionate team which is committed to help businesses unlock the potential of their ideas and achieve their chosen outcomes, and grow effective long-term partnerships for research and innovation.

You will need great organisational skills, attention to detail, project management experience as well as first class communication skills a persuasive and accurate writing style and an ability to prioritise in a busy role.

What does the role entail?

As a Programme Coordinator your main duties will include:

- Working with the Engagement Manager: Talent and Skills to ensure that the programmes develop in accordance with strategic plans, agreeing clear objectives and taking appropriate action to ensure these are met;
- Coordinating the operational delivery of innovation and mentoring programmes and engaging with stakeholders to ensure their successful delivery;
- Developing, implementing and maintaining administrative and data management systems;
- Actively supporting the innovation and mentoring programme participation and recruitment;



- Contributing to the development of communications plans to ensure engagement and participation and attracting support from internal and external experts;
- Identifying and engaging expert suppliers to deliver complex intellectual content and events;
- Building positive working relationships with programme participants and external partners, to ensure effective coordination of activities and successful outcomes;
- Maintaining key internal relationships with senior academic colleagues and contacts across the University campus linked to our programme priorities;
- Helping to plan and manage the budgets for the programmes;
- Analysing and reporting progress or challenges to key internal and external stakeholders;
- Bringing a high level of creativity, passion and proactive innovative thinking within internal and external forums;
- Working within all the standard operating procedures of a University, including GDPR, data protection, dignity and respect and equality and inclusion policies;
- Maintaining the Research Innovation Service CRM database to record and monitor key correspondence, enquiries and activity with programme participants and mentors;
- On occasion acting as a representative of the Nexus team at internal and external events.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Programme Coordinator you will have/be:

- Strong organisational and planning skills with a flexible, pro-active approach to work including the ability to prioritise to meet competing demands and the ability to co-ordinate multiple tasks simultaneously in a complex and dynamic organisation;
- Experience of managing and co-ordinating workshops, meetings and events;
- Exceptional interpersonal and relationship building skills to influence and negotiate to secure objectives;



- A lateral thinker able to develop creative and appropriate strategies to engage and build relationships with stakeholders;
- Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues;
- Excellent attention to detail, including proof reading skills, with the ability to maintain a high level of accuracy;
- Ability to achieve objectives within fixed timeframes and with a high level of initiative, persistence and resilience;
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times;
- Excellent IT skills including a good working knowledge of word processing, spreadsheet and presentation software packages, preferably Microsoft Office.

You may also have:

- Experience of working in an academic environment or similar, large and complex institution;
- Experience of co-ordinating or managing staff, resources or events;
- Degree or equivalent qualification.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Jo Howorth, Engagement Manager: Talent and Skills, Nexus

Tel: +44 (0)113 343 2706

Email: j.howorth@leeds.ac.uk



Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

