



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Space Hub Yorkshire – Cluster Development Manager (Campus), Faculty of Environment



Salary: Grade 8 (£48,149 – £57,422 p.a. depending on experience)

Reporting to: Professor Anna Hogg

Reference: ENVEE1823

Fixed term up to 31 March 2026 to complete specific time limited work

Location: University of Leeds

We are open to discussing flexible working arrangements

Space Hub Yorkshire – Cluster Development Manager (Campus), Faculty of Environment

Overview of the Role

Are you a motivated and experienced cluster development manager with excellent research and innovation knowledge, network building skills, and an interest in the Space sector? Do you want to take a leading role in growing a regional Space cluster in Yorkshire, working with research and education institutes, businesses and government agencies across the UK?

We are looking for experienced and motivated applicants to apply for a position as the Space Hub Yorkshire (SHY) Cluster Development Manager, leading the Campus pillar of the SHY development strategy. Hosted at the University of Leeds but working closely with all Yorkshire Universities, our local schools and colleges, this is an exciting opportunity to take a leading role in growing a Space Hub in the UK. A key aspect of the role will be to grow collaborative working between all 12 Yorkshire Universities' members, to facilitate Knowledge Exchange from academia to Space industry businesses, and to support the development of our virtual Space Campus.

You will have an excellent track record of leadership, partnership working, experience of cluster development work, knowledge of the Space sector; and an enthusiasm for working closely with academics, Space industry and international Space agencies.

[Space Hub Yorkshire \(SHY\)](#) is supporting the growth of the UK's Space industry in Yorkshire. The SHY consortium brings together universities, colleges, local authorities, government agencies, and commercial partners covering a geographic area across the Yorkshire (and Humber) region, and building links with other clusters across the UK. SHY has now won three rounds of UK Space Agency (UKSA) funding for development of our regional Space hub, which we do in close collaboration with Space agency and the Satellite Applications Catapult. The UKSA grant is part of national programme to grow the UK's Space sector through the development of other regional Space hubs across the UK.

Over the past few years SHY has grown from a new spin out to an established cluster, with a track record of running national events to showcase our regions world-leading Space expertise, including Satellite Earth observation and environmental monitoring,



high performance manufacturing and robotics, and RF technology. SHY stakeholders include the Satellite Applications Catapult, the 4 Yorkshire LEPs, Mayoral Combined Authorities, Yorkshire Universities, UKSA, and over 250 commercial companies.

The role will involve significant engagement with universities, businesses, policy makers and industry and third-sector partners. You will be based in the School of Earth and Environment at the University of Leeds, but will work closely with all Yorkshire Universities, local colleges and other affiliated academic organisations across Yorkshire.

Main duties and responsibilities

- Working collaboratively with the SHY management committee to lead the delivery on the Campus pillar of our SHY regional development strategy;
- Working with academia, local governance and businesses to develop and drive innovation and deliver knowledge exchange from academia into businesses, driving space sector growth in Yorkshire;
- Establishing and promoting a Virtual Space Campus across all Yorkshire Universities, colleges and schools to provide a 'front-door' for access to cutting edge technology and skills training as well as outreach activity;
- Working with dedicated SHY points of contact in all 12 Yorkshire Universities to facilitate their involvement in the space cluster, supporting local objectives, events and promoting capability to the SHY network;
- Designing, running and supporting a programme of events to deliver the SHY Campus objectives;
- Reporting into the SHY management and steering committees, along with other governance structures;
- Supporting SHY outreach programmes and intern networks across universities;
- Identifying funding sources, both private and public, to support the delivery of local Space sector development plans, and develop links between Yorkshire Universities and colleges and relevant funding agencies, e.g. UKSA, UKRI, ESA, etc.;
- Identifying market opportunities and broker partnerships and building relationships between Yorkshire Universities, transfer knowledge from academia to space and non-space businesses, and work with local and national Government to exploit these opportunities;



- Using the UK Space Agency and Satellite Applications Catapult's Space Enterprise Network and suite of support mechanisms to help broker partnerships, match businesses with opportunities or required expertise, comm and provide business development support to enable local businesses to maximise the potential of these addressable markets;
- Acting as the voice and champion for Space within the region, contributing to or hosting events and workshops to support local business needs and to promote the cluster nationally and internationally;
- Reporting progress against clearly defined Key Performance Indicators (KPIs) focussed on increasing the number and quality of businesses engaging with the cluster;
- Representing SHY both internally within Yorkshire Universities and externally;
- Convening meetings with appropriate stakeholders, and document outcomes and recommendations;
- Leading on communicating SHY work through traditional and social media platforms.

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.

Qualifications and skills

Essential

- A first or an upper second-class undergraduate degree;
- Cluster development experience: stimulating and supporting new research and innovation ideas, as well as developing connections between academia and businesses through partnerships and product development;
- Experience of working with a multidisciplinary consortium with partners from academic, private and public sectors;
- Excellent leadership skills, with experience of providing guidance and direction to a wide range of stakeholders, to achieve project milestones and outcomes;
- Strong communication and relationship building skills: Excellent skills of consultation, collaboration and influence in order to engage effectively with a range of stakeholders;
- Strong written and verbal communication skills, with the ability to synthesise and summarise technical information from a variety of sources;



- The ability to solve complex problems and resolve difficult situations, using your own initiative and good judgement whilst following policy;
- Excellent project management skills with experience of facilitating stakeholder meetings, tracking and delivering progress on agreed objectives and managing the needs of multiple stakeholders;
- Experience of engaging with industry and/or business development;
- An excellent team player: Able to connect with people across different teams at different levels and work collaboratively across the SHY consortium;
- An innovative approach: Ability to work independently, be proactive, highly motivated, confident and to adapt to a dynamic working environment;
- Experience of managing budgets and working with financial information;
- Willingness to travel within the UK and overseas, on occasion, as required by the needs of SHY;
- Experience of running or participating in a range of events, from small local events to large national/international events;
- Excellent IT skills, including word processing, spreadsheets, website management and MS Teams for collaborative working.

Desirable

- A postgraduate degree in relevant subject such as environmental science, STEM subjects or business management;
- Experience in the development and operational delivery of knowledge exchange, accelerator or incubator programmes;
- Experience of working with the University's HR, finance and procurement services, and of the associated policies, processes and IT systems;
- An understanding of public research and innovation funding bodies along with their associated funding mechanisms;
- Ability to mobilise Higher Education long and short-term projects/academic programmes, and the setup and management of back-end and front-end operations;
- Experience of interpreting external funding rules to ensure projects adhere accordingly.
- Experience of supporting the translation and commercialisation of research.



Additional information

Please note: If you are not a British or Irish citizen, from 1 January 2021 you will require permission to work in the UK. This will normally be in the form of a visa but, if you are an EEA/Swiss citizen and resident in the UK before 31 December 2020, this may be your passport or status under the EU Settlement Scheme.

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information please visit: www.gov.uk/skilled-worker-visa

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information please visit: <https://www.gov.uk/global-talent>

Find out more about [Space Hub Yorkshire \(SHY\)](#) – or follow our [Twitter account](#)

Find out more about the [Faculty of Environment](#)

Find out more about the [School of Earth and Environment](#)

Find out more about our [Research and associated facilities](#)

Find out more about Equality and Inclusion in the [faculty](#)

Working at Leeds

We are a campus-based community and regular interaction on campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Environment we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who



belong to a minority ethnic community; people who identify as LGBT+; and disabled people.

The Faculty of Environment has received a prestigious Athena SWAN silver award from [Advance HE](#), the national body that promotes equality in the higher education sector. This award represents the combined efforts of all schools in the Faculty and shows the positive actions we have taken to ensure that our policies, processes and ethos all promote an equal and inclusive environment for work and study.

Information for disabled candidates

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

