



Coventry University Enterprises Ltd.

JOB INFORMATION

Post Title: **Projects Support Officer**
Grade: Vocational/Supervisory Band 2
Salary Range: £21,189 – £27,546
Mode: Full Time
Ref No:

Purpose

To contribute to the commercial and funded business support activities of Coventry University Enterprises Ltd, and Coventry University Group through engaging in business support, project delivery and research activities associated with the securing and delivery of contracts from Regional, National and International funding bodies, and the commercial sector.

Main Duties and Responsibilities

1. Business Development

- Undertake work to support the preparation of tenders and proposals appropriate to the income generation activities of CUE and the University Group.

2. Building Relationships

- Work directly with the staff of funders, project partners and networks, business support agencies and clients, to ensure project financial and business support deliverables are achieved
- Work collaboratively with other project teams across the university group to bring relevant additional and alternative support to clients
- Represent CUE Ltd and the Group at internal and external meetings and events.

3. Project Delivery

- Plan and undertake activities to acquire clients who can benefit from funded projects, and CUE services, developing and delivering client engagement activities including, direct and digital marketing, events, missions, brokerage events, including events outside normal working hours
- Plan and administer the organisation of project specific events, collaborative events and formal meetings relevant to the projects
- Act as first point of contact for prospective clients and clients, dealing with requests directly when possible and signposting to other staff / organisations when necessary

- Complete contract documentation, for approval by company signatory, to engage clients for funded and commercial projects
- Undertake company visits to clients and prospects, providing the necessary follow-up reports and actions
- Produce reports as required by CUE, the funding bodies, the projects and clients in a timely manner
- Provide content for publications and presentations on project issues as required by CUE, the University Group, and the funder
- Undertake directed desktop research to achieve project goals and produce reports.

4. Compliance

- Undertake financial systems support to projects including day to day monitoring of income and expenditure, administration of procurement and billing activities, budget tracking needed to maintain effective project contract control, and CUE reporting requirements
- Ensure all activities related to the projects comply with the requirements of the funder
- Maintain project client monitoring systems needed to maintain effective day to day delivery of projects and goals
- Operate and maintain systems that hold external company and personal data to comply with the University Group data protection policies.

5. General

- Demonstrate the behaviours required of the role within a professional support organisation
- The designation 'Senior' is also available for this role where appropriate to experience and level of responsibility
- Carry out such other duties as are within the scope and the spirit of the job purpose, the title of the post and it's grading.

Supervision Received

Operations and Development Manager
Business Advisors
Business Delivery Manager

Supervision Given

Colleagues, partners and others where the project is the lead organisation

Contacts

External funding and business support network organisations locally, nationally and internationally.
Project partner organisations.
Colleagues in similar roles across CUE and the University Group.
Clients and staff of private sector organisations.

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
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Education/ Qualifications	Educated to degree level or equivalent experience	
Experience (Paid and Unpaid)	<p>Background knowledge directly related to identified projects</p> <p>Knowledge or experience of major funding bodies</p> <p>Marketing and selling skills</p> <p>Project administration of EU funded projects</p> <p>Managing project finances</p> <p>Experience of responsive customer interactions</p>	<p>Experience of working internationally</p> <p>Experience of working in Consultancy environments</p>
Research/Publications Special Interests		Relevant to CUE activities
Job-related skills/ Aptitudes	<p>Ability to work on own initiative whilst contributing as a member of a team</p> <p>Ability to communicate effectively both orally and in writing</p> <p>Responsive to client needs</p> <p>Presentation skills</p> <p>Ability to work under pressure</p>	
Interpersonal Skills	<p>Ability to work collaboratively with staff from other teams and projects</p> <p>Ability to communicate effectively both orally and in writing</p> <p>To be personally well organised and able to prioritise workload</p>	
Other Requirements	<p>Full driving licence</p> <p>Prepared to work outside normal office hours and work flexibly to meet business demands</p> <p>Capability and willingness to travel nationally and overseas</p>	