

## JOB DESCRIPTION

<b>Job Title:</b>	Accelerator Technical Lead and Programme Manager (AM)	<b>Grade:</b>	SG8
<b>Department:</b>	Food & Markets, Natural Resources Institute	<b>Date of Job Evaluation:</b>	October 2021
<b>Role reports to:</b>	Medway Food Innovation Centre Lead		
<b>Direct Reports</b>	N/A		
<b>Indirect Reports:</b>	N/A		
<b>Other Key contacts:</b>	NRI Director of Business Development and Partnerships Director of NRI GK&M Director (NIAB EMR), Mentoring Manager (UoK) and the Innovation Growth Managers		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

#### **The background**

The Natural Resources Institute of the University of Greenwich is part of a consortium called **Growing Kent and Medway (GK&M)**, which is led by NIAB EMR and won a £17.8 million UKRI Strength in Places grant. The ambition of GK&M is to develop a world-class agri-food innovation cluster that supports growth in technology-driven horticultural production, food & drink processing, and manufacturing. Besides, NIAB EMR and the University of Greenwich, the other research partners of this world-class consortium include the University of Kent. The industry partners include a range of significant local agri-food companies (APS Produce, Berry Gardens Growers, Chapel Down, Gusbourne Estate, Richard Hochfeld Group, Thanet Earth, Worldwide Fruit); an innovative technology integration business that operates across supply chains (Geku Automation); and a world-leading packaging company (Smurfit Kappa). GK&M is backed by strong civic and business support with partners from the Kent & Medway Economic Partnership and Locate in Kent. GK&M will drive innovation and wealth creation by stimulating a vibrant and collaborative network that enables new and existing food enterprises to develop and thrive. It connects industry with technologists and researchers to co-creatively address the innovation challenges faced by the agri-food sector and its supply chains. Over the 5-year project, a total of £5M has been allocated to a Research and Innovation Fund to support collaborative bids that would typically include commercial and research partners.

#### **Accelerator Technical Lead and Programme Manager (AM)**

As part of the GK&M project, the University of Greenwich is setting up the Medway Food Innovation Centre (MFIC) – a state of art facility to deliver step-changing food R&D solutions for industries through disruptive research as well as excellent training and courses on food product and process development for student cohorts. The AM will establish and lead a **Food Accelerator Programme (FAP)** embedded within the MFIC, focused on promoting the growth of businesses (primarily start-up and early stage) in the food and drink sector in Kent with particular emphasis on plant-based food including healthy snacking.

The AM will work closely with the GK&M Mentoring Manager employed by the University of Kent Business School and with the three Innovation Growth Managers within the GK&M team.

The FAP has ambitious targets to be achieved by the end of 2025. It is expected to have engaged with at least 100 enterprises or entrepreneurs – with at least 30% of those drawn from hard-to-reach groups as defined by the overall GK&M project and by so doing supporting at least 25 new products getting to market.

### **Purpose of the role**

The successful candidate will

- have the main responsibility to plan, promote, establish, and manage the FAP.
- report directly to the Leader of the Medway Food Innovation Centre and will work as part of the GK&M project team within NRI.
- coordinate with the GK&M Director (Outside the University) and be guided by the project steering committee.
- also work closely with a Mentoring Manager employed within the Business School of the University of Kent and the three Innovation Growth Managers
- The AM position will be operational from year 2 of the GK&M project and expected to continue beyond the end of the 5-year project.

Candidates should be interested and comfortable in working at the interface of food business and technology with an entrepreneurial and talent development mindset. The successful candidate will have proven experience of working with and running support programmes for businesses (mentoring, incubator, accelerator programmes), excellent communication skills and an ability to inspire.

### **KEY ACCOUNTABILITIES:**

With support from the GK&M project team within NRI, the successful candidate will be the Manager for the Food Accelerator Programme. S(he) will work closely with the MFIC head within University of Greenwich, and with the Mentoring Manager from the University of Kent and the three Innovation Growth Managers to deliver a programme of mentoring and support for selected businesses.

### **Team Specific:**

- Planning and programme initiation - Work with the project team within NRI to produce a delivery plan for the FAP within the first 3 months of recruitment.
- Track metrics of business interaction and provide information as requested to the GK&M Management team for monitoring of project Key Performance Indicators
- Provide support to the Mentoring Manager at the University of Kent to identify and recruit a team of mentors.
- Use a clear understanding of future food trends to identify and anticipate high potential start up opportunities as well as develop a process for recruitment and selection of suitable businesses to join FAP.
- Manage the promotion of the FAP (with support from MFIC and UoG marketing team).
- Undertake a selection process for businesses to join the FAP (first cohort to start in early 2022) with clear emphasis on plant-based food.

- Work with the Mentoring Manager at the University of Kent to coordinate mentors and their relationship with selected businesses.
- Set up and manage a programme of networking events.
- Support the day-to-day operations of the accelerator including set-up, logistics, and speaker sessions
- Ensure all logistical arrangements are made to support the accelerator, booking meeting space, coordinating vendor services including catering, AV, and transportation
- Assist in the onboarding of mentors and speakers to the program
- Identify appropriate training within and external to UoG and UoK and set up a programme for plant-based food businesses.
- Establish and update a database of mentors, referral organisations, funding and investment programmes.
- Coordinate with technical staff of UoG, UoK and NIAB EMR to establish supporting programmes for businesses as appropriate.
- Advise participating businesses on funding opportunities, especially those within GK&M. Link businesses with appropriate staff within the GK&M research organisations that can provide support.
- Manage the FAP's online community platform keeping content up to date and engaging with start-ups and early-stage businesses.
- Represent the FAP by attending events and being active in the local start-up community.
- Develop and maintain linkages with supporting organisations such as Locate in Kent, Produced in Kent, Kent Foundation.
- Work with the GK&M project team to develop a sustainability plan for the FAP beyond the end of the GK&M project. This will include scoping future investment opportunities through venture arms of major companies to explore the potential for strategic linkages.

**Generic:**

- Assist in achieving the KPIs of the MFIC and the Natural Resources Institute
- Contribute to departmental plans, activities and efficient working practices
- Participate in visits to schools, local community groups, public engagements and related activity
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University initiatives
- Contribute to peer review and departmentally based teaching development activities
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

**Managing Self:**

- Well-developed communication and presentation skills with the professional qualities needed to gain confidence and respect from colleagues internal and external to the university.
- Successful organisational skills with a high level of competency using Microsoft Office.
- Able to prioritise individual and team workload and meet competing deadlines successfully with a good track record of successfully achieving objectives.

- A methodical approach to tasks with attention to detail and ability to present high quality data.
- Ability to analyse problems and advise on appropriate solutions.
- Excellent customer focused skills, able to build successful relationships with a wide set of internal and external stakeholders and staff at all levels.
- Ability to implement procedural and organisational change and contribute towards policy development
- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Develop expertise in inquiry/research-informed teaching with an increasing degree of autonomy
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction
- Seek to maximise the learning outcomes of students

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible

**Additional Requirements:**

Undertake any other duties as requested by the line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Medway Food Innovation Centre delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of Department as part of the post-holder's annual Appraisal and Professional Development Review

**KEY RELATIONSHIPS (Internal & External):**

## Internal

- Head, Food and Markets Department
- Heads of relevant NRI Themes/Programmes
- Heads of relevant NRI Research Groups
- NRI academic staff
- NRI support staff
- Faculty and University wide collaborations

**External**

- GK&M management
- University of Kent Business school, and specifically the Mentoring Manager
- GK&M Innovation Growth Managers
- Project donors
- Project partners and collaborators
- Private sector actors
- Relevant professional bodies in the field.

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience of working with and running support programmes for businesses (mentoring, incubator, accelerator programmes), ideally within the Agri-food sector.</li> <li>• Successful contribution to leading the development of competitive bids to secure funding</li> <li>• Evidence of collaboration and teamwork to deliver high quality outputs against strict targets</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication and leadership skills, with the ability to engage, inspire and motivate with a wide variety of stakeholder groups</li> <li>• Strong decision-making skills, able to assess information accurately and effectively, and take ownership of results</li> <li>• Ability to spot an opportunity and build trusted partnerships linking business and research organisations</li> <li>• Well-developed organisational, IT and management skills</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelors in business or technical field</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• A commitment to delivering the values of the University in terms of being inclusive, collaborative, and impactful</li> <li>• Ability to work independently and as part of a team</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Ability to create professional and/or community partnerships</li> <li>• Working at company level on efficiency and productivity programmes</li> <li>• Knowledge of the horticultural innovation landscape</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Higher management qualification</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>