

We are hiring...

A Hub Manager to join the Catalyst team and successfully manage the day-to-day running of the online portal, thehub.io to connect great start-ups with talent, investors and best practice tools.

Key Information

- Full time
- Salary up to maximum of £26k including potential for discretionary bonus
- Competitive Benefits Package
- Based at Catalyst Belfast Fintech Hub, Danske HQ building, Donegall Square West, Belfast
- Reporting to Senior Community Manager
- Closing date for applications is Tuesday 27th August at 10am
- Interviews to be held in w/c 2nd September 2019

We are Catalyst

A community of innovators so powerful its people can change the world.

We are an independent, not-for-profit organisation working together for the greater good, enabling a connected community of like-minded innovators in an entrepreneurial eco-system that is the key driver of the knowledge economy in Northern Ireland.

We are a force for good, bold in our approach, with integrity at our core and passion in everything we do.

In collaboration with Danske Bank we are promoting thehub.io, ensuring Northern Ireland is part of one of the largest start-up community platforms in Northern Europe, with 6000+ start-ups; thenordichub.com. Other markets being Sweden, Denmark, Norway and Finland.

The Hub is the go-to platform for start-ups and seeks to support entrepreneurs and help them scale by providing access to recruitment, funding and best practice tools.

The Role

Working as an integral member of the Catalyst team, The Hub Manager will report directly to the Senior Community Manager and be recognised as the direct contact for the online platform.

Functions

1. Identify and engage with start-ups in Northern Ireland and across the Hub regions
2. Build a pipeline of start-ups, jobs and investors to reach out to populate The Hub
3. Start-up contact: onboarding, support, relationship management to optimise acquisition, engagement and retention
4. Map key stakeholders in the local ecosystem and identify collaboration opportunities
5. Day-to-day operations including customer service, approving job ads, job applicants, investor profiles and quality assurance of site content
6. Work dedicated towards local and cross region KPIs
7. Monitor and optimise marketing campaigns securing excellent and up to date content, and high engagement
8. Collaborate with Rainmaking and the wider Hub team based across the Nordics on a day-to-day level to share best practise
9. Represent and promote the Hub at local events and on relevant referral platforms
10. Work as part of the co-working space and Catalyst team, to target potential users, and drive this traffic to theHub.io
11. Collaboration with local Danske Bank team including Marketing
12. Identifying and on-boarding of partners/sponsors to theHub.io – This will include promotion of Hub at Catalyst, Danske Bank/Bel Tech and INI events for example, business breakfasts, lunches and other promotional events
13. Cover for Community Manager and vice versa during periods of Leave and/or illness

Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Third level education 	<ul style="list-style-type: none"> • Relevant degree in marketing, comms or PR related disciplines
Experience/knowledge	<ul style="list-style-type: none"> • Demonstrated expertise in engaging and attracting innovation community groups • Experience establishing metrics and reporting/recommending strategies • Data-driven approach and experience with working with KPIs 	<ul style="list-style-type: none"> • Experience in business development and project management
Skills/qualities	<ul style="list-style-type: none"> • Strategic business use of social media including Twitter, Facebook, Instagram and LinkedIn • Excellent communication skills verbally and written • Digital-savvy • A proven team player • Organised, self-motivated and excellent time management 	<ul style="list-style-type: none"> • Creative writing skills
Special requirements	<ul style="list-style-type: none"> • Proof of right to work in the UK • On occasions to work evenings and weekends for events 	

Criteria may be enhanced to aid shortlisting. Exceptional candidates who do not meet the criteria may be considered for the role provided they have the necessary skills and experience.