Catalyst is hiring a **Co-Founders Co-ordinator.**

**Key Information**

* Temporary (part-time) fixed term contract – ending 30th June 2020.
* 24 hours per week with immediate start available
* Salary – dependant on experience
* Based at The Innovation Centre, Queen’s Island, Belfast
* Closing date for CV’s is Friday 31st January 2020 at 12pm.
* Interviews will be held week commencing 3rd February 2020.

**Our Vision for Northern Ireland**

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

**Our Values**

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

**The Role**We are seeking to engage a temporary part-time Co-ordinator for the Co-Founders Programme.

Co-Founders is a unique programme for first time entrepreneurs and early stage start-ups. It helps talented individuals to form teams, build creative confidence and create a product that customers really want. It comprises two areas of focus: how to be a Co-Founder and how to develop a Product Mindset. You can find out more about the programme [here](https://wearecatalyst.org/programmes/co-founders/).

Responsibilities

1. Promotion of Co-Founders to relevant audiences in Northern Ireland including face to face meetings and presentations to key stakeholders
2. Follow up with interested individuals by telephone, email and one to one meetings to encourage potential candidates to apply and provide greater clarity on the programme
3. Participate in the shortlisting of programme candidates, schedule interviews and communicate outcome to candidates
4. Co-ordinate the logistics for the programme including booking rooms, catering and organising guest speakers
5. Attend and support the delivery of the Hot House, Core workshops and Demo Evening as outlined in the key dates below
6. Capture content for social media during the programme to engage and attract future candidates to the programme
7. Manage communications with candidates throughout the programme using Slack in a timely and engaging manner
8. Co-ordinate the feedback process at the end of the programme including the collation of surveys
9. Any further duties as required to fulfil the objectives of the programme.
10. Flexibility is required as the role will include some weekends and evenings.

**Person Specification**

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| **Areas to be assessed** | **Essential** | **Desirable** |
| Qualifications | * HND or higher, in a relevant subject, or demonstratable equivalent |  |
| Experience / Knowledge | * Experience working in an admin environment or customer facing role * Experience with Microsoft Office or similar * Event management experience * Experience creating and delivering Presentations | * Understanding of the start-up ecosystem in Northern Ireland |
| Skills/Qualities | * Excellent interpersonal skills * Ability to prioritise workload * Self-Motivated with some ability to work on own initiative * Excellent communication skills both orally and in writing * Excellent organisational skills * A team player |  |
| Special Requirements | * Proof of right to work in the UK * On occasions to work evenings and weekends for events * Full clean driving licence & access to transport for events   (Catalyst is committed to making reasonable adjustments so if this job requires the jobholder to drive your application will still be considered if you are unable to drive due to disability). |  |

*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.*