

## **Programme Coordinator Co-Founders**

### **Belong to something amazing...**

Catalyst is seeking an experienced and highly motivated Programme Coordinator to join our team.

### **About Catalyst**

Catalyst is an independent, not for profit organisation. We work for the greater good to build an inclusive innovation community in an entrepreneurial ecosystem throughout Northern Ireland. The epicentre of Northern Ireland's tech sector, we provide everything that innovators and entrepreneurs need to reach higher and succeed faster – a home, business support, connected networks and much more besides. We invest, pro bono, all surplus profits from our property portfolio into nurturing a community-led innovation ecosystem that supports over 900 start-ups, entrepreneurs, and innovators so they can grow, scale and flourish.

### **Working at Catalyst**

A certified Great Place to Work®, Catalyst is one of Northern Ireland's most exciting employers.

With a strong vision of Opportunity for all from world-leading innovation, this is a workplace brimming with ambition to create social, cultural, and economic advantage. We are a force for good, bold in our approach with integrity at our core and passion in everything we do.

### **Diversity and Inclusion at Catalyst**

Diversity and inclusion aren't boxes to tick on a CSR list. At Catalyst, they are part of our DNA, lived, breathed, seen, and heard across our community, projects, and co-working spaces.

We not only want to foster and empower a culture of innovation, but also an environment where people can be their true, authentic self and thrive, and we are proud to be recognised by the Diversity Charter for achieving silver status, with ambitions to progress to Gold.

As an equal opportunity employer, we recruit based solely on the individual's ability to perform the role, and that's allowed us to create an inclusive workplace which celebrates the diversity of our teams and community.

### **What are we looking for?**

Co-Founders is a programme that runs across 10 months of the year centred on bringing together people with ideas and ambition to create start-ups that could

change the world. As a Programme Coordinator you will play an integral role in supporting the programme team in the administrative and logistical aspects of the programme. In addition, you will bring your creative capabilities to play in the production of materials to support programme delivery and also take responsibility for building the Co-Founders community through the delivery of mid-scale programme and alumni events.

This is an exciting role suitable for candidates with a creative outlook, impeccable attention to detail and organisational and time-management skills, who thrive on variety in their day-to-day.

### **Key information**

- Full time, permanent contract
- Competitive salary between £25,000 - £30,000
- A comprehensive benefits package.
- Based at the Innovation Centre, Queen's Road, Belfast (hybrid working arrangement available).
- Reporting to Programme Manager.

### **Employee Perks**

- Competitive Benefits Package including Private medical insurance for you and your dependents.
- Generous pension contribution.
- Generous life assurance policy.
- Enhanced parental leave packages.
- Free open access to company organised events.
- Free parking onsite.

### **Responsibilities:**

1. Support the wider Co-Founders team with programme recruitment, including shortlisting and interviews.
2. Manage all administration and logistics to support the delivery of the Hot House, Core Workshops, Pitch Evening and CoFo+.
3. Create programme assets for participant use, including weekly graphic updates for slack channel and programme handbook.
4. Plan, support and lead on the delivery of a range of events throughout the programme year, including alumni activity.

5. Develop and maintain strong communication with all programme stakeholders, including participants, volunteers, and guests/speakers to ensure effective programme delivery throughout.
6. Support with budget management for specific programme activity and events and adhere to Catalyst procurement practices.
7. Develop a close working relationship with marketing to ensure all programme assets are within brand guidelines and marketed appropriately.
8. Undertaking any other reasonable duties which fall within the remit of this role.

### **Essential Criteria**

- Experience in a fast-paced business environment in an administrative support role.
- Prior experience organising and managing impactful events.
- Experience of strong relationship building skills.
- Exceptional attention to detail.
- Proficient in all MS Office packages.
- Excellent communication skills that foster effective collaboration.
- Excellent project management skills including the ability to manage multiple tasks and stakeholders simultaneously.
- Demonstrated commitment to the mission and values of Catalyst.

### **Special Requirements**

- Proof of right to work in the UK.
- One evening per week and occasional working outside of normal office hours for programme delivery including circa two weekends of the year.

*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.*

### **Get in touch.**

If you are an experienced Programme Coordinator driven by our vision, we invite you to get in touch.