

Programme Manager

Growth and Scaling

Belong to Something Amazing...

Catalyst is seeking a Programme Manager to play a central role in our Growth & Scaling team within the Entrepreneurship & Scaling department. You will manage the delivery of a new project that supports the investment and growth needs of underrepresented founders across the UK.

About the Project

This programme is designed to transform access to funding and growth pathways for diverse founders, particularly those currently underserved by traditional investment systems. You will be working within a high-profile UK consortium, collaborating with partners who bring specialist expertise in investment readiness, networks, and founder support. It will deliver tailored entrepreneurship frameworks, build investor readiness, and support securing funding across the UK innovation ecosystem for 200+ diverse founders.

All Catalyst Programme Managers work horizontally to provide expertise and support to other Catalyst initiatives where appropriate to ensure seamless integration of programmatic activity across the business.

About Catalyst

We are a non-profit organisation that supports science and technology innovation in Northern Ireland with buildings and hubs in Belfast and Derry/Londonderry where companies can use our flexible workspaces to operate from. We use the profits generated from our property portfolio to deliver entrepreneurial support programmes, facilitate funding, inform policy and accelerate technology-based research and development, by linking with academia and government.

Working at Catalyst

A certified Great Place to Work® and recognised as one of the top 100 Workplaces in the UK for 2024, receiving awards for Best Place to Work, Best Workplace for Development, Best Workplace for Employee Wellbeing, and Best Place to Work for Women, 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.

Key Information

- Full time, fixed term contract ending October 2026.
- Attractive benefits package – including flexible working options
- Competitive salary £35,000 - £45,000 depending on qualifications/experience
- This role reports to the Head of Entrepreneurship

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
- Hybrid working options available
- Free open access to company organised events.

What are we looking for?

You are a strong communicator and skilled project manager with a passion for supporting entrepreneurs. Self-motivated and highly organised, you can build trust with diverse stakeholders and deliver against ambitious targets with a clear vision of delivering real world impact through your work.

Responsibilities

- Lead and coordinate project delivery within a UK-wide consortium, acting as a project partner, ensuring milestones and reporting requirements are met.
- Develop project plans, timelines, risk registers, etc while ensuring accurate and timely reporting to funders and internal/external stakeholders.
- Monitor and manage project budgets in collaboration with finance teams, ensuring efficient use of resources & ensuring data protection processes are up to date and stringently adhered to.
- Build and maintain strong relationships with founders, investors, project partners, suppliers and regional stakeholders to foster collaboration and ensure alignment with project objectives.
- Act as an advocate for participating companies, identifying and designing interventions likely to lead their businesses to scale and grow.
- Facilitate and support UK wide entrepreneurship and innovation partnerships, promoting knowledge sharing and capability building.
- Contribute expertise across other Catalyst entrepreneurship initiatives to ensure integrated delivery
- Undertaking any other reasonable duties which fall within the remit of this role.

Essential

- At least 2 years' experience working within a similar Project Management role
- Proven experience of working with a diverse group of internal and external stakeholders at middle management to senior level.
- Strong experience at setting and managing budgets
- Data gathering, analysis and reporting.
- Excellent organisational skills
- Highly motivated
- Strong interpersonal skills with the ability to build and maintain relationships with external stakeholders.

Desirable

- Innovate UK project delivery experience
- Prince2 or similar project management certification
- Familiarity with the science, technology and entrepreneurial business sectors.
- Experience of design and delivery of entrepreneurship support systems
- Experience as an entrepreneur

Special Requirements

- Proof of right to work in the UK
- On occasions to work evenings and weekends where required to support programme delivery.
- Full current driving licence

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