

JOB SPEC:
Galway City Innovation District ('GCID')
PROGRAMME MANAGER

Are you a dynamic and energetic Programme Manager with an entrepreneurial mindset and an interest in startups? Are you already involved in or looking to get involved in an innovation ecosystem, and hoping to further your career by supporting startups? GCID is looking for a Programme Manager to work with our CEO; the new hire will work with a team of innovation catalysers, to ensure the development and delivery of programmes to accelerate entrepreneurship in the West of Ireland.

About The Galway City Innovation District

The Galway City Innovation District ('GCID') was founded in 2015 to develop an innovation district in downtown Galway City and accelerate the regional technology ecosystem. The primary focus of GCID is creating high-value sustainable jobs in the West of Ireland. In 2016, GCID opened its first building, the PorterShed, whose member companies have to date had more than €36 million in inward investment. In 2021, GCID will continue its expansion by opening a second building in downtown Galway. The Board and management team at GCID are ambitious and driven, but most importantly we love what we do.

Job Title: Programme Manager

Reports to: CEO

Key Responsibilities: Programme design, development and delivery
Key working relationships: CEO, startup businesses (West/North West Ireland), programme partners and corporate clients

About the Role

The GCID is looking to appoint a Programme Manager to design, develop and deliver pre-accelerator and accelerator programmes, and support and foster the technology innovation ecosystem across the West and North West of Ireland. Working closely with the CEO, the Programme Manager will be responsible for all areas of programme design, development and delivery.

Main Objectives

- Deliver programmes to members of the startup ecosystem across the West and North West of Ireland.
- Develop bespoke programmes for corporates, partners and the wider technology community in the West and North West of Ireland.
- Orchestrate a collaborative partnership between GCID and programme partners.

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- Provide mentoring for members located within GCID buildings across a broad range of subject matters.
- Define the recruitment strategy and execute it to attract entrepreneurs and startups.
- Oversight of strategic quality management in all programmes.
- Work closely with members of the GCID team to deliver on GCID strategy and KPIs.
- Preparation of programme budgets.
- Build an engaged national and international community of thought leaders, domain experts and industry innovators to support GCID programmes.
- Assist the CEO with the acquisition and onboarding of new programme partners including corporate clients.
- Coordinate and manage accelerator events and programmes including bootcamps, pitch competitions and hackathons.
- Proactively engage with the GCID community including academia, industry, investors and the public sector to understand their needs and offerings in relation to the tech innovation and startup ecosystem.
- Contribute to other activities to support the efficient and effective delivery of programmes to support the regional startup ecosystem.

About You

- Embedded and well-networked, you have a strong working knowledge of the technology / startup world, the kind of person that would happily spend a weekend at a hackathon, reading a startup book, or are naturally drawn to reading articles about the latest developments in innovation and technology.
- Passionate about the potential for platforms to enable entrepreneurship, startups and new technologies to make a positive impact on companies, the economy and society, and are excited about playing a role in accelerating the Irish startup ecosystem.
- A strong team player, you excel in leveraging the skills and resources of multiple team members to deliver projects on time and to a high standard, embracing teamwork, and fostering a collaborative and positive environment.
- You have experience running a startup engagement programme.
- You are agile and thrive on working in a challenging, fast-paced and dynamic environment, are dependable and consistent, and strong in planning, priority setting and execution. You're a team player: flexible around job responsibilities

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and willing to jump in and help where needed.

- You have strong interpersonal and communication skills with the ability to effectively communicate to a variety of audiences. You are skilled at translating complex ideas and concepts into high quality decks and presentations.
- You're a great organiser with a strong ability to multitask to meet deadlines. You know how to manage projects effectively and engage people to meet milestones.
- You have a strong presence and the ability to act effectively as a brand ambassador. You have the confidence and ability to push back on demands, ideally with a proven record of leadership in a work setting and/or through extracurricular activities.
- With a constant curiosity and a desire to learn new things, you're prepared to highlight if and when you need help. Independently driven, you're always looking to improve your productivity by learning new tools and methods.
- A strategic thinker with the ability to synthesise research and ideas into meaningful and powerful presentations, and possess dynamic problem solving skills.
- With experience in event management and coordination, you have a persuasive presence and are able to adjust your communication style depending on the audience and context. You are comfortable speaking in front of 100+ people.
- Excellent attention to detail, keeping the big picture in sight. You are able and willing to work on a variety of tasks. You understand the commercial reality of business, and are able to shape offerings and strategies that fit with given constraints.
- Ability to use modern technology platforms, and learn quickly (Trello, Slack, Google Docs/Slides, Mailchimp, etc.)

Terms

- Salary commensurate on experience.
- Three-year fixed-term contract.

Application Process

- Please submit a CV/resumé and cover letter describing your interest in the role and addressing the above criteria to work@GCID.ie.
- **Application deadline is Friday, 4th December 2020 at 5 pm.**