

Job Description

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| Role: | Newhaven Enterprise Zone Project Coordinator |
| Accountable to: | Head of Strategy and Policy |
| Salary: | £25,000-£28,000 per annum |
| Duration: | 2 year contract |

The opportunity

Coast to Capital is the LEP for one of the most prosperous parts of England – the M23 corridor and coastal area. As a LEP, we provide business leadership for a strategic approach to economic development in this area. We have three main functions:

- Delivering some £300m of public sector investment in regional infrastructure in order to support economic growth
- Providing direct support to businesses in the region, focussing on advice to small business, links between employers and young people, and promoting exports
- Leading on strategic and policy issues facing the region, articulating a clear regional voice on national issues and campaigning on the priority issues for the region

The strength of the LEP comes from our very close work with business leaders across the region, with local political leaders and with senior figures from Higher and Further education, and we bring these three sectors together to bring a unique perspective to the economic challenges facing our region.

In spite of the strong performance of many parts of our economy, our region still has room for improvement if we are to maximise our productivity and our potential. Coast to Capital will play a prominent role in making sure that Government, business and local people understand the potential of our region and how they approach the most important decisions facing our region. We aim to increase our region's prominence and influence with Ministers, and to identify and pursue the policies and interventions which will unlock our full economic potential.

Newhaven, which sits in the Lewes District, was named as one of the country's 26 new Enterprise Zones in the Chancellor's 2015 Autumn Statement, and as such is key to the region's economic potential. Enterprise Zones drive growth and job creation and are part of the Government's strategy to devolve responsibility for growth to local areas and is key to economic growth in our coastal communities. Newhaven currently has strengths in manufacturing and engineering, particularly linked to the maritime sector, building on Newhaven's historic strengths as a Port town and key gateway to the continent.

The Newhaven Enterprise Zone is a partnership between Coast to Capital LEP and Lewes District Council and encompasses eight separate sites dispersed throughout the town, to support the sustainable regeneration of Newhaven and its shift towards a higher value economy over the next twenty five years. The Enterprise Zone will also play a critical role in delivering economic productivity across Greater Brighton, and easing pressure on the rapidly growing Brighton City Region economy.

The Enterprise Zone officially commences in April 2017 and covers approximately 79 hectares. The Enterprise Zone is forecast to have the following benefits:

- Create 55,000m² of new commercial and employment floorspace
- Refurbish a further 15,000m² of commercial and employment floorspace
- Create / safeguard up to 2,000 jobs.

The Newhaven Enterprise Zone is still at a early stage and will be a key focus of our work, in partnership with Lewes District Council, over this and subsequent years.

The role

We are a small and highly motivated organisation which is very ambitious for the future of the region. We pride ourselves on our high professional standards and the work that we do with partners across the region. We offer a unique opportunity for a dynamic and flexible project coordinator to join the Strategy and Policy team and progress the development of our Enterprise Zone, whilst contributing to the delivery of wider strategic plans for Newhaven, Greater Brighton and Coast to Capital.

The Newhaven Enterprise Zone Project Coordinator will oversee the delivery of a key project for which the LEP is responsible. As a key member of the team you will manage the zone on a day to day basis and lead the continued development of the project, working closely with senior managers and Board members within the LEP, and with Lewes District Council and other local stakeholders in order to ensure future development of the Enterprise Zone following its successful inauguration.

The person

We are looking to recruit a visionary, energetic, ambitious and resourceful person to fill this exciting role. You will know Newhaven and the Greater Brighton region well and be passionate about its regeneration. You will have an understanding of economic policy and although not essential experience/evidence of involvement in the successful regeneration of a south coast town would be valuable. You will have the professional skills, personal resilience and appetite for challenge needed to make a difference in this exciting and emerging development. You will be able to manage competing priorities and have excellent communication skills and the confidence to work with partners and stakeholders at all levels, including politicians and senior leaders in local and national government.

Key tasks

- Provide day to day project coordination of Newhaven Enterprise Zone, including the development and delivery of a project plan and risk register, project budget monitoring and reporting to and providing administrative support to the Project Board
- Build and maintain effective relationships with key stakeholders to build confidence and challenge potential barriers to ensure that the Enterprise Zone meets its full potential
- Support the embedding of the Enterprise Zone into the emerging wider strategic vision for Newhaven, Greater Brighton and the Coast to Capital area
- contribute to the development of strategies which will deliver on the engagement of landowners and businesses leading to the growth and success of the Enterprise Zone
- Research and make recommendations for the incorporation of best practice from other regions in the UK and abroad
- Contribute towards the delivery of an effective communication strategy, to include engaging external consultants to develop branding, a website and advertising pack; social media management and promotion of the Enterprise Zone to local, regional,

national and international audiences

- Research commercial and investment opportunities for the Enterprise Zone on behalf of project partners
- Ensure that the Government's requirements of Enterprise Zones are fulfilled in a timely and professional manner and work effectively with partners to ensure the success of the project
- Provide regular verbal and written updates where required to the project partners, including the Coast to Capital Strategy and Policy Committee and Board
- Represent the LEP and Enterprise Zone at senior level meetings locally, regionally and nationally
- Support the transference of the vision, strategy and learning from the regeneration of Newhaven to other key growth towns in the Coast to Capital area

Key skills, knowledge and experience

Essential

- A good understanding of the key drivers of the Coast to Capital economy and the potential for growth of Newhaven within that economy and that of Greater Brighton
- Proven stakeholder engagement and management skills
- Confident at delivering influence at a senior level to achieve a desired outcome
- High level written and verbal communication skills in order to present the Enterprise Zone vision and priorities to diverse audiences
- Flexible and able to work in a fast-moving environment and under pressure from divergent priorities

Desirable

- Significant experience and evidence of involvement in the successful regeneration of a south coast/coastal town
- Significant project management experience across the lifecycle of designated projects, to include financial and risk management and progress monitoring and reporting
- Successful strategy development and implementation

Employment status

The post may be filled **either** by secondment to Coast to Capital **OR** under a contract of employment with Coast to Capital. In both cases all aspects of direction and management of the post holder will be the responsibility of the Coast to Capital Head of Strategy & Policy.

Further information

Further information about Coast to Capital may be found at our website:

www.coast2capital.org.uk

Applications

To make an application please send, by 10th April 2017, a full CV with a short (two pages maximum) covering statement setting out how you believe you could fulfil the requirements of this key role and the names of two referees (references will not be taken up in advance of interviews) to: Kirsten Trussell, Head of Strategy & Policy, kirsten.trussell@coast2capital.org.uk



We will acknowledge your application within 24 hours. If you have not received confirmation please contact Kirsten Trussell on 01403 333840 to ensure we have received your application.

Interviews will take place on Tuesday 25th April 2017.

Please feel free to call Kirsten Trussell, if you would like more information – 01403 333840.

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services.