

Job Title Business Growth Executive – Coast to Capital Growth Hub

Accountable to Growth Manager, Coast to Capital

Location The office is based in Three Bridges, Crawley. There is flexibility for the post holder to work from home. The post will involve frequent travel throughout the Coast to Capital area.

Full time £28,500 per annum

Background

Coast to Capital is one of 38 Local Enterprise Partnerships across the UK. Our purpose is to shape regional economic priorities, support businesses and make investments that will drive growth. We are a small organisation with a large ambition for our area.

With a total population of around two million, our area boasts a strong economy worth £50.7 billion, making us the seventh largest local economy in England in 2016. The Coast to Capital area is a network of economic hubs each with its own distinct sense of identity – West Sussex, Greater Brighton and East Surrey.

In July 2018 we published [Gatwick 360°](#), our new Strategic Economic Plan, which sets out our bold vision for the area by 2030. In it we describe our eight economic priorities to achieve our vision, providing strong local leadership and working to succeed together with our partners.

One of those eight priorities is to “Develop Business Infrastructure and Support”. Essential to achieving this priority is the delivery of quality business support meeting the needs of clients. The Coast to Capital Growth Hub (funded by the Department for Business, Energy and Industrial Strategy) supports the delivery of this ambition in the area.

Main Purpose of the Role

The Growth Hub and Service Team priorities include:

- The delivery of high-quality services to business across the region helping them to address barriers to growth, including:

- Providing businesses with free, relevant and impartial support to help achieve their growth ambitions including the delivery of diagnostic reviews and delivery of the Growth Champion programme which provides funded specialist support to address barriers to growth.
- The Escalator Programme is a six-month pilot, delivered in partnership with MDHUB, a leading peer to peer business growth network, focussed on business leaders sharing and identifying practical ways of unlocking barriers to growth.
- The Growth Grants programme provides grants to stimulate capital investment to improve productivity and innovation in scale up and growth businesses
- Working closely with the Department for International Trade (DIT) to make sure our companies that trade internationally get the best support in addition to encouraging foreign direct investment. Our ambition is to provide a fully coordinated business support service function.

Profile

The role requires a self-starter with excellent organisational skills who enjoys working in a small team. The person must be able to work with senior people in a variety of organisations.

Principle responsibilities

- Supporting the Services Team activity, including work with key stakeholders, on key delivery priorities such as
 - Working with the Department for International Trade to deal with inward investment enquiries
 - Analysing the impact of the Growth Hub service
 - Managing the information held on business support organisations and experts
- Responsible for identifying foreign direct investment across the area
- Leading on a strategic project working closely with the Department of International Trade to attract Inward Investment and Foreign Direct Investment into the Coast to Capital area
- Leading on inward investment proposition development and brand identity as part of the Local Industrial Strategy
- Leading on delivering the communications activities in relation to the Growth Hub and feeding in to, and working strategically with, the Coast to Capital Communications Team
- Organising and supporting meetings and events that relate to service team activity such as the Escalator Celebration event and the Growth Hub Steering Group
- Responsibility for the on-going maintenance and development of the Growth Hub business support web portal and leading the Growth Hub social media strategy
- Keeping an overview of activities and producing reports, updates and dashboards from the CRM for the Services Team, Senior Management Team and the Board of Coast to Capital
- Taking the potential opportunity to get involved and project manage corporate projects as they arise
- Other related activities as required by this continually exciting and evolving area of work

Person Specification

- Ability to use own initiative
- Creative with the ability to come up with ideas
- Ability to take minutes and organise meetings
- Strong organisational skills
- Excellent communication skills in writing, by telephone and through personal contact
- Ability to manage projects and prioritise workload
- Self-motivated and ability to work on own initiative
- Team player
- Confident, flexible and methodical
- Willing to work outside of normal hours when required
- Computer Literate
- Knowledge of international marketing preferable
- Identification with a caring and highly supportive team culture that promotes kindness and wellbeing within the work environment and supports and promotes good mental health.

Further information

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

www.coast2capital.org.uk.

How to apply

To apply please send a CV with a short (two pages maximum) covering statement setting out how you believe you fulfil the requirements of this role by Friday 18th October 2019.

For questions related to this post and to submit your application please email Lou Williams, Growth Manager lou.williams@c2cbusiness.org.uk.

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services. Our Equality and Diversity Policy 2015-2021 is available on request.