

Coast to Capital

Job Description

Job Title: Growth Grants Coordinator

Department: Growth Hub

Reporting to: Growth Grants Manager

Salary: £25,000

Term: Permanent full-time

About Us

As a **Local Enterprise Partnership** we are here to provide strategic leadership to drive economic growth and the sustainable success of this beautiful, vibrant, and exceptionally well connected area. We have already secured over £300 million of public investment to ensure our economy is future-ready and to raise our profile even further we are developing a strong **Local Industrial Strategy**. We are collaborative to our core, passionate about the success of this area, and believe that by working together, there's nothing we can't achieve.

Our **Growth Hub** provides exceptional business support in the Coast to Capital area (West Sussex, East Surrey and Greater Brighton). This service is funded by Government and provides free and impartial help for ambitious, innovative and high-growth potential businesses. We work with business leaders to help them to develop effective growth strategies. We are passionate about working with business leaders to support their businesses to thrive and connect them to experts, investors, funders and local, national and international opportunities. The Growth Hub also provides funding to business directly through the **Growth Grant Programme** to support businesses to grow and thrive.

The Role

The **Growth Grants Programme Co-ordinator** will support the Growth Grants Manager to deliver the Coast to Capital Growth Grants Programme by providing administrative support and co-ordination of key processes. The role will support the delivery of a high-profile, high-performing and impactful Growth Hub team. The post may involve occasional travel throughout the Coast to Capital area and there is flexibility for the post holder to work from home with prior agreement.

Main Responsibilities

- Co-ordinate the claim, reconciliation and drawdown process from delivery bodies and prepare capitalisation claims for the Growth Grants Programme.
- Organise the Growth Grant Panel membership and Growth Grant Panel meetings, taking and producing meeting minutes to a high standard.
- Be the first point of contact for the Growth Grants programme on the telephone.
- Monitor the Growth Grants inbox, responding to any enquiries.
- Update and maintain our Customer Relationship Management system and the Enquiries Spreadsheet for the programme.

- Support the Growth Grants Manager with the preparation of reports and analysis for Government, the Coast to Capital Board, and other relevant Committees.
- Provide support, assistance or other functions that are considered necessary to meet the business needs of Coast to Capital.
- Adhere to our company values and behaviours.

Skills, Competencies and Experience

Essential

- Organisational skills such as time management.
- Communication skills such as listening and presenting information.
- Analytical skills to support effective decision making such as critical thinking and problem solving.
- Teamwork skills such as stakeholder engagement and working effectively with a small team.
- IT skills such as competence in Microsoft Office packages and CRM systems.
- Attention to detail skills such as keeping accurate records.
- Motivational skills such as ability to work on own initiative and a commitment to life-long learning and development.
- Interpersonal skills such as flexibility and empathy with our values and a supportive culture that promotes kindness and wellbeing.

Desirable

- Experience of business and financial analyst including business plans, balance sheets, P&Ls cashflows

Our Offer

We are a small but passionate and high performing team which is ambitious for the Coast to Capital area. **Ambitious** is one of our corporate values along with **Focused, Trusted, Champion** and **Diverse**, and we are all working hard to make Coast to Capital an 'Exceptional' Local Enterprise Partnership. Our Senior Management Team is committed to creating and promoting a diverse, open and inclusive culture. Our supportive environment is important to us and employee wellbeing is a key priority.

For a small company, we offer an excellent benefits package for employees, details of which can be found [here](#). You can find further details on how to find us [here](#) and take a tour of our excellent office facilities [here](#).

How to apply

Please send your CV and covering letter which sets out your interest in the role, highlights your relevant experience and states how you meet the skills and competences to Kristel Smith, Office Manager at kristel.smith@coast2capital.org.uk by **22 March 2020**.

- We expect interviews to take place during the week commencing **30 March 2020** and if you choose to apply you will be kept updated on the outcome of your application.

- If you are successful at interview stage you may be invited for a follow up interview with a member of the Senior Management Team before appointment.
- For some roles a short skills test is included at interview stage.

By applying for this role, you accept the terms of our [Privacy Notice](#).

Equality, Diversity and Inclusion

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 is available on our website www.coast2capital.org.uk. If you have any special or disability-specific requirements to assist your understanding of the role or to attend an interview, please let us know when applying and we will make every effort to accommodate your needs.