



## Coast to Capital Job Description

<b>Role:</b>	Stakeholder Manager
<b>Accountable to:</b>	Head of Communications & Corporate Affairs
<b>Location:</b>	Horsham (moving to Three Bridges in the spring)
<b>Salary:</b>	£40,000
<b>Term:</b>	1 Year Fixed term
<b>Hours:</b>	Full-time (37.5 hours per week)

## Employment status

This post is advertised as a 1 year fixed term contract with Coast to Capital. We will consider other arrangements, such as a secondment to Coast to Capital from a host employer. If you are interested in secondment please make your employer aware and seek agreement in principle before applying.

## The opportunity

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 large ambitions for our area.

With a total population of 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.

Delivering the pledges we make in Gatwick 360° now forms a distinct programme for the organisation and we are looking for talented individuals to help us make it happen. Using Gatwick 360° we will negotiate a strong future relationship with Government for our area, through our Local Industrial Strategy.

## Description of the role

The post holder will:

- Lead the delivery of a Communications Strategy and the development and implementation of a coordinated Stakeholder Engagement Strategy. This

would involve the stakeholder mapping and prioritisation of stakeholders and sharing stakeholder engagement across the organisation.

- Ensuring that the Stakeholder Engagement Strategy supports the delivery of our Strategic Economic Plan Gatwick 360 and negotiation of a Local Industrial Strategy as a priority.
- Lead Coast to Capital's consultation programme to inform the emerging Local Industrial Strategy. This includes setting a policy framework and standards for all formal consultation activities.
- Lead, develop and facilitate positive and meaningful, regular engagement with all stakeholders to drive improvements in the quality and consistency of stakeholder engagement activities in line with the Stakeholder Engagement Strategy.
- Building positive management level working relationships with a wide range of stakeholders, including with key businesses, education institutions and local authority partners to succeed together.
- Develop shared understanding between Coast to Capital and its stakeholders and develop a network of advocates for the LIS and SEP within the stakeholder community
- Manage the relationship of existing strategic partners to identify and recommend opportunities to improve and extend these further. Identify and negotiate new partnerships for Coast to Capital that help to deliver our Business Plan.
- Lead on communicating stakeholder priorities and feedback to internal colleagues. Effectively communicating and escalating any stakeholder issues which may impact the delivery of our Business Plan.
- Ensure political engagement is conducted in a manner which supports our Strategic Economic Plan.
- Be a visible external Coast to Capital representative and attend key identified stakeholder meetings. Effectively plan and manage Coast to Capital's presence at conferences and events. Help coordinate attendance across the organisation and ensure meeting notes recorded and stored on the CRM.
- Lead the evaluation of the impact of all stakeholder engagement activity. Clearly documenting the end to end process of engagement to provide a clear record of discussions and the impact of these on the development of our Local Industrial Strategy. Monitor and review stakeholder activities and policies. Lead on stakeholder satisfaction surveys and monitoring feedback.
- Work closely with the Communications Officer to agree suitable press responses to stakeholders.

## **Person specification**

- Educated to degree level or equivalent
- Experience in developing and successfully implementing stakeholder engagement plans
- Experience leading communications strategy desirable
- A clear understanding of economic growth and the political environment that Coast to Capital operates in
- Proven ability to work and multi-task under pressure, respond quickly to changing situations in complex project environments, prepare responses/narrative quickly and clearly and use personal initiative
- Good interpersonal and networking skills, highly articulate team player
- Strong project management and people management skills
- Familiarity with using various CRM systems essential
- High degree of accuracy in executing work
- Ability to schedule work and deliver to tight deadlines
- Broader project communications experience and skills desirable
- Demonstrable customer relationship skills
- Well-presented and professional approach
- Team player

## **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 05 April 2019.

For questions related to this post and to submit your application please email Kristel Smith at [kristel.smith@coast2capital.org.uk](mailto:kristel.smith@coast2capital.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.