

## JOB DESCRIPTION

**Job Title:** Regional Programme Co-Ordinator  
**Job Level:** Level 5  
**Reports To:** Director of Programmes  
**Date Reviewed:** July 2020

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### **About Be the Business:**

Having been asked by the chancellor in 2015 to dig deeper into Britain's productivity problem, Sir Charlie Mayfield brought together some of the brightest minds in UK plc to approach the problem in a different way.

The "How Good Is Your Business Really" report called for a business-led response to the UK's productivity challenge and identified improving SME management and leadership capability as the key to change.

Led by Sir Charlie Be the Business was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

### **Job Purpose:**

The Regional Coordinator role is pivotal to delivery of the regional plans, working closely with the Regional Programme Leads to ensure effective delivery plans are put in place. A core part of the role will be to help bring together all aspects of the organisational responses, work with Regional Programme Leads and the Regional Partners to co-produce plans that link to regional requirements. The roles will flex accordingly supporting actively across regions dependent on priorities and requirements. Regional Coordinators will have line of sight across all regional plans and help manage delivery requirements and priorities with other parts of the organization.

### **Key Responsibilities:**

- Support Regional Programme Leads on developing delivery and implementation plans for each region
- Work with Comms and Marketing to support development of regional stakeholder campaigns and communications plans
- Work with Evaluation team and Regional Programme Leads to complete analysis and mapping of eco-system in each region
- Act as key point of contact between Regional Programme Leads and Tech adoption and Digital Programme Manager on insights gathered from regions for on-going development of the eco-system toolkit
- Act as key point of contact for Network and Innovation Project Manager inputting ideas on innovation and learnings from regions
- Work with Policy & Public Affairs Lead to map key regional policy and priorities in regional plans feeding insights to Regional leads and Director of Programmes
- Develop and manage a lesson learnt log that is reviewed regularly to help develop of regional proposition and plans nationally

- Provide reporting and updates to Director of Programmes on regional delivery plans, manage issues and risks escalating where needed in agreement with regional leads
- You will be part of the virtual PMO reporting to the Director of Programmes ensuring good project, programme and portfolio practices are in place

\* Please note this is not an exhaustive list of responsibilities and may be revised from time to time as per business needs.

**Skills / Competencies Required:**

- Programme Co-ordination
- Excellent organization and prioritization skills
- Excellent stakeholder management skills
- Excellent communication skills both written & verbal
- Attention to detail
- Excellent problem solving skills
- Collaborative team member
- Alignment with BtB Values
- Degree level qualification