

Programme Manager (Hospitality Sector)– Full-Time FTC Up To 12 Months

About *Be the Business*

Led by Sir Charlie and Chief Executive Tony Danker, *Be the Business* (BtB) 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.

Role Purpose

We are looking for a programme to lead, deliver and coordinate the deployment of the successful *Collaborative Networks* activities for the relevant sectors across the country ensuring the overall growth of *Be the Business's* impact and national footprint. In 2019/20 our plans for national scale-up will focus on the Hospitality sector. The role will include building relationships and managing key partners, organising and running activities, tracking and evaluating performance among other things.

What You Will Do

- Own, lead and shape our national scale-up projects on behalf of *Be the Business* starting with the Hospitality sector to start.
- Draw up the project plan and manage its execution:
 - Understand and determine our target audience and ways of targeting.
 - Identify and establish partnerships for delivery.
 - Define the roadmap.
- Manage delivery of programme through key partners.
- Manage the governance of the project included chairing regular project meetings and updating stakeholders.
- Define scope and manage programme budget.
- Responsible for recruitment of SMEs and Scale -up targets.
- Evaluation of interventions by monitor impact and effectiveness of the programme through data collection and reporting.
- Engage and motivate participating businesses
- Be the main point person for participating businesses
- Listen actively to our SMEs and continually feed back to the wider team.
- Feedback suggestions and learnings to Pilot leads to shape further scale up.
- Provide regular communications to engage wider team.
- Develop partnership approaches for the hospitality scale-up, identifying key potential partners and a route to bringing them on board with BtB.
- Manage the relationships with partners to deliver the most value for *Be the Business* and the businesses engaging in the programme.
- Manage the governance of the project included chairing regular project meetings and updating stakeholders.

What We're Looking For

- Significant experience of setting up and running projects.
- Passion for driving business change.
- Ability to engage key stakeholders and build credible relationships
- A strong understanding of customers' needs and an ability to assess programmes from their point-of-view.



- Excellent negotiation and interpersonal skills.
- An ability to manage the expectations, demands, and priorities of multiple internal and external stakeholders.
- Excellent analytical, organisational and communication skills.
- Happy to work autonomously and a collaborative team member.
- Self-starter attitude - takes initiative and enjoys getting stuck in.
- Alignment with BtB values.
- Degree level or equivalent.

What We Offer You

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at *Be the Business*, please send your details to:

careers@bethebusiness.com

We are looking forward to hearing from you!