

**JOB DESCRIPTION**

**POST:**  BetaDen Incubate Administration and Events Lead

**POST HOLDER**: Vacancy

**REPORTS TO:**  BetaDen External Affairs Director

**GRADE:**  **£28,000 pro rata**

**LOCATION:** Worcester

**WORKING HOURS: 28 hours per week**. Fixed Term Contract to 31/3/25

**MAIN PURPOSE:** To ensure delivery of BetaDen Incubate training events and programme administration.

BetaDen Incubate is a new Business Incubator programme for very early-stage technology companies. This post will be based out of Worcester with occasional travel to the Malvern Hills Science Park. The BetaDen Incubate Delivery Lead will liaise with programme participants, programme mentors and the BetaDen HQ team to ensure the smooth running of the programme. The Incubate Lead will ensure all programme paperwork is captured, stored and shared appropriately.

**KEY DUTIES / RESPONSIBILITIES:**

To update the BetaDen Portal with details of events and booking time slots for each Programme Mentor to enable online bookings

To manage arrangements with Incubate Programme Mentors over their workshop and 1:1 sessions, ensuring rooms are booked as necessary

To ensure that accurate attendance records are maintained and liaise with the BetaDen Programme Manager over contract payments

To ensure the smooth running of the sign-up process for Incubate candidates, working with the BetaDen marketing and communications team.

To liaise with the Incubate participants over their attendance and to capture feedback after each session

To ensure there is an individual record of attendance for each programme participant, and to calculate the value of the support provided

To plan and deliver networking events catering to a wide audience, working closely with the BetaDen HQ marketing and communications team

To liaise with the BetaDen Incubate project team both at BetaDen HQ and at The Kiln CoWorking CIC

**PERSON SPECIFICATION**

This is a part-time role **28 hours per week** of which **Wednesday and Thursday MUST be working days.** Wednesdays and Thursdays must be worked on-site in The Kiln CoWorking space incentralWorcester.

**There is no flexibility to take Wednesdays/ Thursdays off when there are scheduled workshop or 1:1 sessions planned.**

Some networking events will be lunchtime events, others will be early evening – we expect there to be a roughly 50:50 split. We anticipate delivering around 10 events over the course of the programme.

1. Excellent administrative skills and proficient in the use of MS Office
2. Ability to manage a range of different tasks with developed time management skills and experience of working to deadlines
3. Experience of arranging events
4. Experience of engaging with a wide range of people
5. Proactive, self-starter
6. Ability to communicate confidently, both verbally and in writing
7. Good people skills – there are a lot of stakeholders involved in this programme

**MOBILITY:**

1. Car owner with full driving licence not essential but post holder will be required to work from a central Worcester location (The Kiln CoWorking Space) with occasional travel to the Malvern Hills Science Park