



Funded by the European Union



## *Job Description & Person Specification*

### **ENTREPRENEUR IN RESIDENCE**

***[Manager of new Innovation HUB and supporting programmes]***

<b>PROJECT:</b>	<b>Innovative Entrepreneurship and Dialogue</b>
<b>LOCATION:</b>	<b>Nicosia, Cyprus</b>
<b>DURATION:</b>	<b>Full time fixed term contract 12 – 18 months (dates to be agreed)</b>

#### **1. Purpose of the Role**

The person appointed will be responsible for supporting the development of the Innovation centre /Hub and the local operational management of the innovation Hub when complete. He/she will also manage all support programmes that will be developed and delivered in line with the developed Strategy for the innovation Hub as agreed between the EU and the contractor; NICO. This person will act as an ambassador for the project and represent NI-CO and the project at high level meetings, engage with all key stakeholders and attend public events as required.

During the development of the innovation HUB, the Entrepreneur in Residence will engage in outreach programmes with like-minded organisations assisting potential entrepreneurs, innovators, business and start-ups on their pathway to growth. This person will ensure effective and high quality implementation of the outputs and activities as defined in component 1 'Innovative Entrepreneurship' of the project Description of Action (DoA) and logical framework. They will also ensure that project deadlines and benchmarks are met, including those relating to key project deliverables, reports and major activities.

The EU, under its Structural Reform Support Service (SRSS) programme, supports this initiative and is responsive to the identified need for more 'shared spaces' in Cyprus to allow for greater interaction, exchange of experience and opinions, opportunities to develop collaborative working through effective partnerships. The initiative will also seek to provide workspace for innovators and researchers to develop, grow and meet the objective of this intervention as defined below:

*“To create an accessible and shared space for entrepreneurs, innovators and researchers within the old town of Nicosia acting as the catalyst for the emergence of an entrepreneurship and innovation eco-system in Cyprus”*

The European Commission considers small and medium enterprises (SMEs) and entrepreneurship as the key to ensuring economic growth, innovation, job creation and social integration. The role of the Entrepreneur in Residence is to deliver on this from within the HUB, and in partnership with the external actors within n. Cyprus and the development of International links in research and development that than support innovation, entrepreneurship and growth.

Currently the Turkish Cypriot community (TCc) economy is dominated by SMEs, most of them micro-enterprises, which are concentrated in low-tech/ low innovation and low added value sectors such as trade and services. While first initiatives to create a more conducive entrepreneurial culture are starting to take off, being an entrepreneur and starting a business is not regarded as a desirable career opportunity by many young Turkish Cypriots.

Improving the conditions for entrepreneurship is one of five strategic goals of the draft SME strategy 2016-20 which the Turkish Cypriots produced with EU assistance. The Entrepreneur in Residence in addition to the managerial responsibilities will also contribute to the economic strategy of n. Cyprus through the appropriate engagement with key stakeholders and the Project Steering Committee.

## **2. Key Tasks and Functions**

The main duties and responsibilities include:

- Contribute to the strategic direction of the innovation HUB, shaping its programme(s) to ensure they address the needs of potential entrepreneurs, start-ups and businesses, and contribute effectively to innovation-led growth;
- Manage the Human Resource needs of the innovation Hub;
- Provide solid local operational management of the Hub facility, the staff and the support programmes;
- To work with NGOs and other organisations supporting entrepreneurship, innovation and growth;
- To develop delivery options as the project evolves to meet the cultural needs;
- To play a significant role in developing a highly effective community of innovators;
- To actively contribute and support the delivery of all other aspects of the DoA in so far as the innovation HUB and its services can contribute;
- To provide individual consultations to entrepreneurs/innovation leaders on an on-going basis and in addition act as a mentor to the assistant manager in the processes employed;
- Report to the Steering committee on a programmed basis and consult on a regular basis, at least a monthly, with the Strategic Advisor and/or the NI-CO Project Director;
- To use networks to identify eligible entrepreneurs, business leaders and social innovators for potential recruitment onto the HUB and/or programmes, and develop and strengthen external networks between the HUB, Institutions and innovation-led business communities;

- To contribute to and support the ongoing review and evaluation of the programme, building in learning into programme development;
- To contribute to profile-raising on the programme, promoting it to entrepreneurs and the business community through a variety of means, including sector and business events, social media, specialist and business press.

### **3. Person Specification - Essential Requirements**

#### **Education**

- Degree or equivalent qualification
- Professional qualification(s), plus substantial relevant managerial experience or in-depth experience in a specialist business area.

#### **Experience**

- Significant leadership experience in an innovation-led business or social enterprise, or public sector body with significant relationships with innovation-led businesses
- Experience of leading and developing successful innovation-led operations
- Experience of developing managers in an innovation-led organisation
- Experience in one or more functional areas relevant to innovation leadership, including - opportunity recognition, product and service design, strategic planning, organisational development and change management, investment and financial management, human resource management, operations management, customer insight, sales and marketing.
- An understanding of academic culture and behaviours.

#### **Skills / Aptitudes / Competencies**

- The ability to motivate and enthuse others
- Ability to work effectively as part of a team from diverse backgrounds
- Strong verbal communication skills, with the ability to communicate to a variety of audiences, including business and civic leaders, social innovators, students, graduates and academics
- An understanding of the needs of entrepreneurs, micro, small and medium-sized enterprises
- Strong analytical abilities, well developed critical thinking skills and the ability to develop these in others
- An openness to new and diverse ways of developing leaders of innovation
- Demonstrable implementation and organisational skills, and ability to turn ideas into reality
- An understanding of the role universities, and in particular business schools, have to play in driving economic growth
- A respect for the skills and knowledge of all communities involved in developing innovation processes including academics, businesses, social enterprises, end user communities and the public sector
- Strong relationship management skills and the ability to apply these both within and outside the HUB to further the objectives of the EU funded project
- Ability to plan own work effectively to meet deadlines

### **Other**

- A willingness to work outside normal office hours, including evenings and weekends. E.g. attendance at breakfast and evening business events will be required
- Ability to meet the residency requirements of the post, i.e. live in Cyprus
- Ability to work within and contribute to collaborative innovation networks

### **Desirable Requirements**

- Post-graduate qualification in a related subject, for example a master's in business
- Accredited qualification in fields of business support, vocational training, or research
- Knowledge and Experience of delivering European Fund projects
- Experience of business-academic partnerships.
- Experience of social innovation and the creation of social value
- Experience of developing and delivering advice, support or training to business leaders outside your own company
- Experience of research in an academic /work environment
- Experience of using social media to support objectives and develop virtual communities
- A creative thinker, with an ability to apply this to the development of this Project's activities, and to nurture and develop creative thinking in others.
- Understanding of the priorities, objectives and constraints on this overseas mission
- Ability to engage with the professional press and media to promote the project, potentially authoring blogs and articles

### **Remuneration Package**

A competitive salary including a living allowance to cover accommodation and subsistence costs in Cyprus will be paid monthly. In addition you will receive an allowance towards flights from your home base to Cyprus.

If interested in this position please contact NI-CO to arrange time to meet the management team to discuss this opportunity further.

### **Contact details:**

Grainne Quinn, Projects Director or Andrew Brown, Project Manager on Tel: +44 2890347750; or email and also send a CV to both: [gquinn@nico.org.uk](mailto:gquinn@nico.org.uk) and [abrown@nico.org.uk](mailto:abrown@nico.org.uk)

### **Closing Date:**

Closing Date for the acceptance of CVs is 14:00 on 15 March 2019. Anything submitted after this date will not be considered.