Head of ideaSpace

ideaSpace exists to create the best community for, and environment to support, the creation of high impact ventures in Cambridge.

Role Summary

The Head of ideaSpace is responsible for leading all activities related to ideaSpace operations, managing the team and liaising with stakeholders in the University, IfM ECS and ideaSpace governance. This is a permanent role, full time (37.5 hours per week). Salary: circa £50,000 per annum + benefits based on the candidate's skills and experience.

Leadership

Leadership and management of the ideaSpace membership programme team.

Management of Operations

Responsible for all aspects of the running, maintenance and continuous improvement of the ideaSpace membership programmes, including ecosystem and stakeholder engagement.

Strategy

Work with the IfM ECS CEO, COO and ideaSpace Steering Committee to create medium and long-term plans, which support the aspirations of the Steering Committee, the membership community and team.

The role is based flexibly at the three ideaSpace sites, with one day a week in the ECS Office at the Institute for Manufacturing. The Head of ideaSpace will report to the CEO, IfM ECS and work in conjunction with the wider ideaSpace team, who are based at ideaSpace City (Laundress Lane, Cambridge), ideaSpace South (Cambridge Biomedical Campus) and ideaSpace West (Charles Babbage Road, Cambridge).

The ideaSpace team
IfM Education and Consultancy Services Ltd employ the team, under contract from the University of Cambridge.

Aims	Activities	Outputs	Time
1. **Leadership**	Line management of the ideaSpace team, building a positive and productive culture in the workplace by listening to employee views, supporting their external interactions and recognising the team's accomplishments.	A positive and supportive work culture and happy, productive team	40%
	Responsible for the learning and development of the ideaSpace team to be able to evolve the membership programme in response to market developments.	A professional work environment where our team and members can work and learn from each other.	
		An inclusive workspace that enhances the development of members as founders, their teams and their ventures.	
2. **Management of Operations**	Recruitment and selection of appropriate new members of the ideaSpace community.	Maintaining membership numbers at levels sufficient to meet budgetary requirements.	30%
	Stakeholder engagement with relevant parts of the university (EMBS etc) & ECS, interface with ideaSpace steering committee	Alignment across all ideaSpace sites and a consistent approach	
	Look for opportunities to develop and enhance ideaSpace operations through new technologies, approaches or configurations	Reputation is maintained and protected. Good communication with external stakeholders.	
		An innovative approach to developing operations and robust procedures for increasing efficiency.	

3.	**Strategy**	Responsibility for the preparation of the operational elements of the annual plan (including budget), working closely with team members, ECS and the ideaSpace Steering Committee	A practical and motivating annual plan, developed with the team and ideaSpace stakeholders. Delivery of the plan, oversight of adherence overall and financial success	30%

To apply for this role, please send your CV and covering letter to: Alison Martin, Senior Office Administrator aem91@cam.ac.uk

Closing date: Friday 31 July 2020

A link to our privacy policy can be found here

UNIVERSITY OF
CAMBRIDGE
Department of Engineering

IfM | Education and Consultancy Services

Person profile

Knowledge and Understanding	Skills	Experience	Traits
Leading and developing teams

Financial management

Customer service

Organisational development

Knowledge of the new venture creation process (D) | Effective, friendly and professional communication style

Effective Planning and organisational skills

Ability to solve issues promptly with a personalised approach

Remote working

Interview and selection | Management of a membership community (D)

Facilities & Health and Safety Management

Oversight of systems

Project management and planning

Management of remote teams (D) | Self-confidence

Curiosity and kindness

Comfortable working as part of a remote team

Personable & friendly

Pro-active

Enjoy learning and developing

The ability to adapt to situations

Have a "can do" attitude with the desire to get stuck in

Creative

Analytical |