FUTURE FIFTY PROGRAMME MANAGER

About Tech City UK

Launched by the UK Prime Minister David Cameron in 2010, Tech City UK supports digital entrepreneurship across the nation, with regional bases in London and Northern England.

Our aim is to help accelerate the growth of promising digital businesses in the UK. We do this by focusing on three areas:

1. Lifecycle Programmes - running programmes that help digital start ups through every stage of their maturity – from seed to IPO or trade sale;
2. Digital Skills Gap – we are closing the digital skills gap by creating products and services that make a measurable difference;
3. Thought Leadership & Advocacy – using all the data, intelligence and connections with the community, we are able to create reports and events that mark us a thought leader in creating digital ecosystems

The culture is one of a start up with a lean mentality. We aim to be agile, transformative and authentic in our day-to-day operations. The Tech City UK team is a group of passionate, engaged people who care deeply about the UK's tech ecosystem.

The Challenge of the Role

Future Fifty works with the UK's most promising late stage tech companies who are on scaling quickly around the world, and usually aiming towards a public listing on the stock market or an acquisition. We provide these maverick entrepreneurs unique access to successful peers, mentors, investors and the government.

Future Fifty was launched by the former Chancellor of the Exchequer, George Osborne, in December 2013. In the past three years, Future Fifty companies have:

- Raised over £3 billion in VC and Capital funds
- Employed over 22,0000 people worldwide
- Achieved 5 IPO's on the London Stock Exchange
- Opened offices in 55 countries worldwide

The Future Fifty companies are the beacons of the UK's digital tech industry. Alumni include; Just Eat, Zoopla and Skyscanner.

The role involves delivering a structured series of events and online learning resources. You will be required to build and maintain relationships with leading global entrepreneurs and their executive teams to further develop the Future Fifty community.

This role requires a flexible and creative mindset alongside exceptional execution ability. This is a unique opportunity to work with the fastest growing young tech businesses in the UK. The role is varied and you will be required to work closely with the wider Tech City UK team, as well as build Tech City UK's business lifecycle offerings.

Main Duties & Responsibilities

As Future Fifty Programme Manager, you are responsible for:
- Running an exciting and relevant Events Programme:
  - Running a portfolio of events including breakfast meet-ups, mid-day roundtables & dinner and drinks socials

- Data management, CRM and reporting:
  - Managing the CRM system and keeping it up to date.
  - Clear and continuous reporting on measures of success
  - Applying trend analysis and drawing conclusions from data collated. Iterate to optimise events formats using quantitative and qualitative data analysis.

- Community Management:
  - Maintain speedy and concise communication with the companies, and key stakeholders
  - Run online email groups e.g Slack Channels for maximum engagement
  - Development of online tools to support community engagement
- Networking:
  - Network to continually source experts who can add to the Future Fifty programme and be a great advocate for the programme.

- Marketing Content and social media:
  - Producing marketing content, managing the Future Fifty blog working closely with Tech City UK marketing team.
  - Developing social media content for the programme

- Collaboration with the wider Tech City UK team

- ○ Knowing how to leverage the wider team to achieve shared objectives and supporting the team on wider Tech City UK initiatives

Essential skills and experience

- Experience
    - ○ Minimum of 3 years experience managing projects and events that requires creativity and flexibility with a operational/execution focus
    - ○ Updating systems and analysing data
    - ○ Developing marketing content and writing blogs
    - ○ Ideally would have worked with entrepreneurs

- Skills
    - ○ Project management and organisational skills
    - ○ Excellent communication (Both verbal and written)
    - ○ An ability to make complex decisions with incomplete information
    - ○ Persuasion and influencing skills
    - ○ An understanding and curiosity of current trends in the Tech eco-system
    - ○ An ability to manage and update large data sets

- Attitude
    - ○ Enthusiastic, friendly, you are great in social situations and understand how to persuade a group
    - ○ You strive for constant improvement
    - ○ Humility- willing to admit what you don't know and tenacity to find and engage people who do have the answers
    - ○ Results-driven, high-performing, high-quality work attitude
    - ○ You have a high threshold for ambiguity and maintain professional demeanor under pressure
    - ○ Proven ability to get things done under pressure

Contact Details

If you are interested, please send a covering letter, your CV and a short email to jobs@techcityuk.com for more details. No agencies please. Tech City UK is an equal opportunities employer. Job applicants may be asked to provide evidence of their ability to work and live in the country where the role exists.