

Title: Project Manager, Insurtech Board - **fixed term contract role (part time)**

Reports to: Senior Programme Manager, Fintech

Based in: London with some travel required within the UK

Duration: one year fixed term contract starting in early February 2018

Working pattern: **part time** this role could suit someone interested in working part time (c.3 days per week)

Project Manager, Insurtech Board

About Tech City UK

We believe the UK is the best place to start and/or grow a digital business.

We started life in Shoreditch, East London in 2010, launched by the UK Prime Minister David Cameron, to support the East London tech cluster known as London Tech City or Silicon Roundabout. We have since grown our support nationally - from Greater London, the Northern Cities, and other major cities around the UK, through key initiatives like Tech Nation and Tech North.

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

1. Business Lifecycle Programmes - such as Upscale, Future Fifty and Northern Stars- these help digital startups through every stage of their maturity – from seed to IPO or acquisition
2. Digital Skills Gap – we are closing the digital business skills gap by creating products and services – such as the Digital Business Academy and Tech Nation Visa
3. Thought Leadership & Advocacy – using data, intelligence and connections within the community, we are able to create reports and host events that mark us as thought leaders in creating digital ecosystems. Examples include Tech Nation and Tech North's Founders Network

Our 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.

Our Fintech practice

Historically Tech City UK has been sector agnostic - supporting high-potential, fast growth tech companies across the entire spectrum. Building a specialist fintech practice is something we started only in January 2017. This role represents an opportunity to come in at an early stage of our growth in the sector and shape our offering right from the start.

We have two focus areas for 2018:

1. Running the [FinTech Delivery Panel](#) and setting up the [Insurtech Board](#)
2. Designing and rolling out a specialist fintech programme

Both the Fintech Delivery Panel and the Insurtech Board which reports into the Panel have been formed to identify and deliver specific initiatives to help sustain and accelerate the growth of the fintech and insurtech sector respectively. These bodies are composed of some of the UK's most talented entrepreneurs and industry specialists. They are truly contributing to shaping the future of these sectors in the country at a crucial time.

The challenge of the role

As Project Manager for the Insurtech Board, you will provide vital support to the Insurtech Board, its working groups, helping it deliver on its ambitious agendas for insurtech in the UK. This is a unique and exciting opportunity to help shape the future of the insurtech sector in the UK - setting the Board up for future success.

The role involves, but is not limited to:

1. Insurtech Board (IB)

- Coordinating the activities of the Insurtech Board - providing secretariat services including agenda development, vision document, action tracker of clear deliverables, interim reporting on progress
- Working collaboratively with working groups chairs and members as well as stakeholders to drive deliverables forward
- Support in drafting documents related to the IB activities such as press releases, blogs, social media support and the like
- Build outreach and connections into the wider insurtech ecosystem to drive awareness of the Board and input into its initiatives and working groups
- Design and development of monthly reporting confirming the key activities of the Board and financial forecasts
- Research into international insurtech ecosystem, investment trends and key advantages, to generate insights to inform the development of the UK's ecosystem
- Set up regular meetings with DCMS and BEIS our key government stakeholders outside the core IB meetings to ensure they are all kept up to date and abreast of developments
- Building and maintaining strong relationships with C-suite insurtech entrepreneurs and their teams plus incumbent insurance ecosystem stakeholders entrepreneurs, the Treasury, BEIS and other key stakeholders

2. Fintech Programme

- Contribute to supporting the development of various aspects of the programme on an as-needs basis

Experience, skills and attitude expected

Experience

Ideally experience working in, or with insurance companies or insurtech startups, or inside a financial services organisation but not essential. Strong project management skills are essential

Skills

- Strong ownership and organisational skills
- Proven ability to drive initiatives from idea to completion
- Excellent communication skills in English (both written and verbal)
- Good presentation and relationship management skills, experienced at influencing and working with senior stakeholders
- A keen interest in current trends in both fintech / insurtech and the wider tech eco-system

Attitude

- A self-starter, proactive, driven and able to work independently
- Keen attention to detail and methodical - a completer/finisher
- Naturally collaborative, optimistic and responsive
- High threshold for ambiguity
- Solution-oriented and tenacious with proven ability to get things done under pressure whilst maintaining a professional demeanor

Contact Details

If you are interested, please send a covering letter, your CV and a short email to laura@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.