



**Consultant:** Programme and Communications Coordinator

**Reports to:** Head of Programme and Strategic Partnerships

**Location:** Kingston, Jamaica

### **Summary**

The Consultant: Programme and Communications Coordinator is a support role for the Branson Centre Caribbean's Business Accelerator initiatives. The Consultant will coordinate all programme activities.

Key responsibilities:

#### **Administration/General:**

- Create, maintain and ensures implementation of standard operating procedures
- Execute monitoring and evaluation activities through various data collection methodologies
- Support, coordinate and prepare stakeholder monthly, quarterly and yearly reports
- Manage communication with our key stakeholders: entrepreneurs, volunteers, mentors, facilitators, suppliers and partners/donors
- Maintain budget, input invoices and track all related programme transactions
- Update digital records: maintain all digital records in a systematic order

#### **Programme:**

- Coordinate all programme activities (virtual and face-to-face): boot camps, workshops, pitch preparation, mentorship/coaching, recruitment, stakeholder onboarding, orientation, demo day and reporting
- Support new cohort recruitment activities and events: coordinating the selection of entrepreneurs with internal committees, notifying candidates, welcome/onboarding events and communication
- Coordinate or perform administrative functions necessary to deliver and document training: schedule, facilitation, training materials etc
- Moderation of virtual learning platform community: onboarding new users, content uploads and responding to inquiries
- Schedule programme activities: location, speakers, facilitators, food, technology, equipment etc
- Support the planning, promotion and execution of public workshops (virtual or in-person)



- Provide support and oversight for quality assurance of all activities implemented by potential partners

### **Communications:**

- Develop content and strategy to promote BCoEC entrepreneurs and programme activities on all digital platforms
- Manage all social media platforms - content creation
- Help build positive relations within the team and external parties
- Collaborate with Virgin Unite and Virgin Holidays content & promotions teams for media and ambassador opportunities for entrepreneurs
- Support new and innovative content development to showcase the Centre and its entrepreneurs
- Coordinate entrepreneur welcome/media kit (photoshoot, writing and editing of entrepreneur profiles)
- Manage BCoEC entrepreneur/mentor online 'lookbook'

### **Job Skills and Qualifications:**

- A Diploma or Associate Degree in business administration or relevant field
- At least two (2) years of work experience in entrepreneurship and or communications
- Knowledge of project/programme management and development procedures
- Knowledge of budgeting, bookkeeping, and reporting
- Tech-savvy, proficient in MS Office and Social Media
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

**If you would like to be considered for this position,  
please send your CV and cover letter**

**by November 25, 2022, to [people@bransoncentre.co](mailto:people@bransoncentre.co).**