



Consultant: Programme and Strategic Partnerships Specialist

Reports to: Head of Programme and Strategic Partnerships

Location: Kingston, Jamaica

Summary

The Consultant: Programme and Strategic Partnerships Specialist will be required to support, lead and develop BCoEC's initiatives. The Consultant should possess strong business acumen, excellent verbal and communications skills, an experienced strategist, innovative thinker with in-depth knowledge of the start-up ecosystem.

Key responsibilities:

Programme:

- Support the planning and coordination of all programme activities (virtual and face-to-face): boot camps, workshops, pitch preparation, mentorship/coaching, recruitment, stakeholder onboarding, orientation, demo day and reporting.
- Lead in all-new cohort recruitment activities and events including but not limited to: coordinating the selection of entrepreneurs with the internal committee, 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: the onboarding of new users, content uploads and responding to inquiries.
- Organize and schedule programme activities: location, speakers, facilitators, food, technology, equipment etc.
- Manage the planning, promotion and execution of public workshops (virtual or in-person).
- Provide support and oversight for quality assurance of all activities being implemented by potential partners.

Communications:

- Represent the BCoEC publicly at events, panels, business associations etc.
- 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
- Lead new and innovative content development to showcase the Centre and its entrepreneurs.
- Work closely with the programme and communications coordinator to provide content and strategy to promote BCoEC entrepreneurs and programme activities.

Fundraising/Special Projects:

- Lead fund development/special project opportunities
- Organize fundraising campaigns and events
- Proposal development and prospecting.

Admin/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

Personal Characteristics:

- Warm, with great interpersonal skills
- Passionate about entrepreneurs
- Highly attentive to detail
- An active listener with the ability to synthesize high-level information
- Able to apply structured problem-solving
- Ability to travel
- A quick learner who enjoys working in a fast-paced and dynamic environment
- Dynamic and flexible with varying workloads

Qualifications & Experience:

- BSc/BA in business administration or relevant field
- At least three (3) years of work experience in entrepreneurship development
- Experience working with entrepreneurs
- Excellent written and verbal communication skills



- Strong time management & planning skills
- Significant experience with Microsoft products, cloud-based platforms and project management tools

**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.**