

Cirencester Growth Hub Outreach and Events Business Navigator

Job Description

The Role

Job title: Cirencester Growth Hub Outreach and Events Business Navigator

Department: Commercial Services

Responsible to: Cirencester Growth Hub Lead Business Navigator

Location: The Alliston Centre, RAU Campus, Cirencester, GL7 6JR

Salary: Grade 6, £28,759-£33,965 per annum

Hours: Full time, 35 hours a week

Term: Fixed term to 31 March 2026

Relationships : RAU Staff, Cotswold District Council, Businesses, Students, Local Community, Alumni and external commercial partners/agencies including Gloucestershire County Council, Cirencester Chamber of Commerce, The Chipping Campden Business Forum & The Bourton Business Network

The Purpose/About the Department

We are looking for an exceptional individual to work at the Royal Agricultural University to deliver one-to-one business support to beneficiaries of the Cirencester Growth Hub.

The Cirencester Growth Hub has two key customers: paying businesses (members) who use the physical space for hot-desking, permanent residence or meeting rooms; and Gloucestershire businesses who are eligible for fully funded business support through the Growth Hub Network. Growth Hub Network business services are engaging, challenging, inspiring and seek to help businesses develop their strategic plans. We aim to provide support and exceptional customer service that is people-focused and to work with ambitious companies. The Cirencester Growth Hub offers a positive work-together culture that supports the entrepreneurial mind-set of local businesses.

New funding from Cotswold District Council under the UK Shared Prosperity Fund has allowed the Cirencester Growth Hub to expand and focus on 3 core areas of support: start-ups, digital and Net Zero. This particular role will focus on taking the Cirencester Growth Hub support "on the road" across the district, particularly to the North of the district where business support services are fewer. The main focus of this role will be to spread the word about the Cirencester Growth Hub funded support offering, as well as putting on events throughout the district to take the support to the businesses, rather than ensuring everyone must come to Cirencester in order to receive support. There will of course also be a requirement to plan and host events at the Alliston Centre.

In addition, this role will provide Business Navigator support alongside the other Navigators – this includes meeting businesses to learn more about their challenges and ascertain a suitable programme of business support.

The ideal candidate will provide exceptional customer service and have experience of working with businesses and individuals to identify key needs and priorities against ambitions for future business growth. Ideally they will also have events management experience or outreach experience.

Key Responsibilities

- 1.** Creation of events from concept through to completion ensuring a diverse, inclusive and varied programme of subjects and speakers with all the administrative elements as part of that programme
- 2.** Establish and coordinate a network of speakers willing to give inspirational talks and workshops, in addition to utilising the existing Growth Hub network with all the administrative elements as part of this itinerary
- 3.** Develop and deliver an outreach plan to promote the Cirencester Growth Hub offering across the district.
- 4.** Ensure business support services are being delivered across the district, particularly reaching those in the North of the district where business support services are currently limited.
- 5.** Through outreach activities and events, ensure businesses from a range of backgrounds are able to find value e.g. start-ups, professional services, farmers.
- 6.** Meet and aim to exceed monthly business support targets set by the Lead Business Navigator and in line with any funding requirements from Cotswold District Council.
- 7.** Ascertain through conversations, telephone calls and meetings what the needs and challenges are of local businesses, their owners and their team.
- 8.** Follow the business through their funded journey with a follow-up report and any continued advice and support as necessary. This will also include all the administrative elements as part of their ongoing support.
- 9.** Gain the trust in local business owners and work with them in ways that develop skills and knowledge to deliver sustainable business growth.
- 10.** Grow your network of local business owners by attending relevant events to promote the Growth Hub services – both free business support and paid-for membership.
- 11.** Contribute to the development of a start-up and incubation community to promote active networking, innovation, and support within the Cirencester Growth Hub for the benefit of members.
- 12.** Develop working relationships with internal and external stakeholders such as the RAU, Cotswold District Council, and Cirencester College.
- 13.** Manage and maintain relationships with Growth Hub members to ensure customer satisfaction, including direct interaction with members based at the Alliston Centre. Seek feedback on the services provided.
- 14.** Provide an exceptional environment within the Cirencester Growth Hub that is both welcoming and professional, relishing the customer-facing side to the role.
- 15.** Undertake other duties and tasks as may be requested by your line manager.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.

- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Business support work experience or relevant qualification	E	A
Outreach and/or Events management experience or relevant qualification	D	A
Knowledge, Experience and Skills:		
Experience of providing business support services	E	A,B
Experience of working with start-ups	E	A,B
A passion for helping businesses to grow and find solutions to the problems they face	E	A,B
Experience of working to deadlines and meeting targets	D	B
Experience of developing and/or delivering business support workshops and events	D	B
Aptitude for learning new CRM and IT processes	E	A,B
Good all-round CRM, office and customer service skills	E	A
Good interpersonal skills with the ability to build both internal and external relationships	E	A
Full UK driver's licence or equivalent mobility	E	A
Familiarity with the suite of Microsoft Office packages	E	A

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employees already work flexibly include part-time, job share, hybrid-working and compressed hours.

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Stephen Meyer, Lead Business Navigator Stephen.meyer@rau.ac.uk
- **Closing date:** 19 March 2025 with **Interviews on:** 3 April 2025.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the RAU at this level