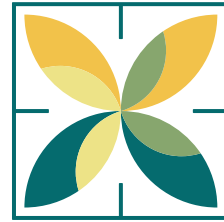


JOIN OUR TEAM!

Food Sector Project Manager



BIA
INNOVATOR CAMPUS



**Unique and rewarding
opportunity to join BIA
Innovator Campus CLG**

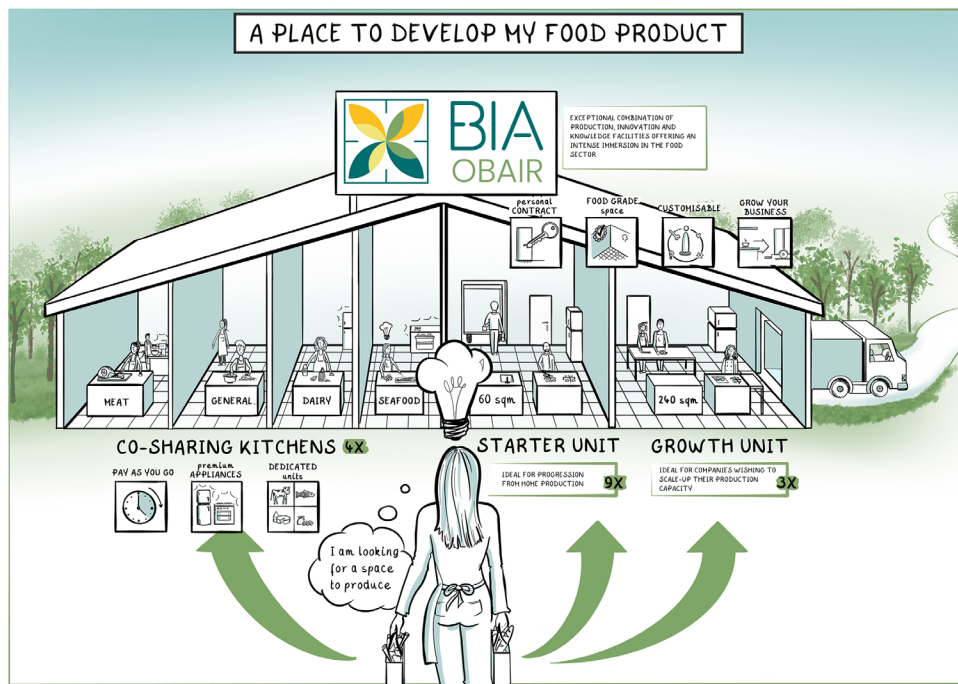
The Closing Date for receipt
of completed applications is:
4:00pm on 21st June 2021



Galway County Council, Teagasc, Athenry Community Council, Galway Roscommon Education and Training Board, Western Development Commission and SCCUL are the initiators of BIA Innovator Campus CLG, a step change project that will transform the food entrepreneurship landscape in the West of Ireland. Co-funded by Enterprise Ireland under the Regional Enterprise Development Fund, it addresses a seismic need for regional food workspace infrastructure by realising a dynamic food and drink innovation and incubation centre of scale, the creation of 360 jobs within 3 years over 40+ businesses and which will see 2,400 individuals receive training, development and support from the founding partners and wider stakeholders. It is a unique infrastructure enabler with far reaching innovation ecosystem benefits in the inimitable and compelling location of Mellows Campus, Athenry, Co. Galway.

This is a unique and rewarding opportunity to join BIA Innovator Campus CLG, Ireland West Food Innovation and Incubation Hub, and champion the development of this game changing food innovation centre. The Board of BIA Innovator Campus CLG are looking for a highly organised and charismatic individual for the role of **Food Sector Project Manager**. They will be mandated to deliver on the BIA Innovator Campus ambition to become the first and leading food infrastructure project in Ireland to have multi food sector infrastructure and support at one location, including unique specialisms in meat, dairy, consumer foods and seafood.

The plan is to deliver **seamless growth, innovation, business development and acceleration supports across 4 deliverables:**



BIA Obair

Will have 12 food-grade productions units allowing a continuum of growth from

- **Specialist Co-working** food incubators (dairy, meat, seafood and multi product)
- **Starter** units
- **HPSU Growth** units

BIA Accelerate

Will provide a much -need continuum pathway structure to support food businesses to grow and scale. It will comprise of a Business Engagement Zone

- for entrepreneurship peer learning and mentor coaching, a Business Information Centre and a Demonstration & Training Area for use as a Taste Panel lab for peer review of new product development.

BIA Eolas

A dedicated learning environment that will encourage exchange and innovation, integrate key culinary offerings: accredited career training programmes, continuing education for food entrepreneurs industry professionals, chefs, master classes for home cooks and special events. It will comprise of a large demo kitchen/auditorium, a Culinary Training Centre and hot desking.

BIA Blas

Will be a dual function showcase and training/ events facility that will provide a 'Fast' network to trade buyers; service suppliers and investors. It will provide a permanent showcase of new product development emanating from across the BIA Innovator Campus and act as the central point for group activities

The role of Food Sector Project Manager

The **Food Sector Project Manager** will be an integral member of our team as Bia Innovator Campus continues to grow and to work towards our mission to deliver the first project of its kind on the island of Ireland. They will have specific responsibility for managing and handling client/ member communications and business development both internally and externally. You will be the day to day face of the company. You will continually strive to improve the client focused services across the business with the ambition to deliver a best-in-class experience to our members, tenants and food community.

The successful candidate will have experience working in the food sector with excellence in relationship building. This person will manage the following areas of the Bia Innovator Campus service delivery;

1. The business development and community membership aspects of the campus through an ongoing series of individual, group, event, online interactions.

AND/OR

- 2 Management of EU Project involvement for Bia Innovator Campus

Community Engagement/ Communication & Business Development in preparation for Operational Phase



- Be responsible for planning and implementing a Stakeholder Register and Engagement Strategy.
- To maintain a comprehensive record of stakeholder engagement activities and to lead on the preparation of any required documentation for internal reporting of same.
- Prepare for operational launch through a high level of engagement with key agency stakeholders, energetic awareness building and developing a strong client pipeline primarily across Connacht and North Munster.
- Manage letting, memberships, finance, sales, marketing, and events etc to ensure a high occupancy rate on opening. Lead client negotiations to maximise both occupancy and income target goals.
- Develop strong productive working relationships with external stakeholders to ensure that collaboration among all stakeholders including those from public, private, educational/training and community sectors is maximised so that the vision and objectives of the project are delivered.
- Engage and develop a community of stakeholders from the wider food, innovation and enterprise community at a regional and national level.
- Create and nurture a collaborative environment, encourage networking benefit and synergies among tenant businesses and other food businesses.
- To be responsible for the implementation of a best in class community engagement strategy, ensuring its successful implementation and that the message delivered to the public is effective in how this campus is relevant to them individually and its delivery being a significant asset for the region.
- To organise and attend engagement meetings/ consultation processes with various food community groups and stakeholders to promote and implement sustainable food community activities.
- To be proactive and creative, identifying ideas and opportunities to ensure communications and engagement is 'best in class' and that the reputation of Bia Innovator Campus CLG and it's integrity is exemplary.
- Feed all industry needs into all programming activity for the operational phase of the campus.

Reporting structure:

You will report directly to the GM/Community & Facilities Lead or a key person nominated by the BIA Innovator Campus CLG Board of Directors and have responsibilities in delivering KPIs aligned with BIA Innovator Campus growth objectives.



Essential Qualifications & Experience

- A degree in a relevant discipline.
- A minimum of 5 years' experience of working within a commercial environment or a proven track record of relationship building.



Essential Knowledge & Skills

- Strong communications and presentation skills.
- Competent in Powerpoint, Word and Excel.
- Strong organisational and multi-tasking skills. Results driven – a “completer/finisher”. Pro-active in problem solving, great attention to detail with an ability to see the bigger picture.



Desirable Knowledge & Skills

- Food Sector Experience, dealing with a broad range of customers/stakeholders.



Behaviour Competencies

- Strong interpersonal and networking skills, a connector, with genuine interest in supporting the success of others. Passion for and understanding of entrepreneurial communities.
- Ability to work as part of a team, including consulting, collaborating and building relationships with key stakeholders.
- Be diplomatic but action orientated.
- A results-driven individual with a strong focus on goal-setting, performance delivery and accountability with minimal supervision and an ability to adapt to changing requirements and shifting work priorities.
- Capable knowledge of finance and accounts. A head for figures, margins, budgets, and revenue.
- Flexibility to work across a multifaceted site and to work evenings and weekends where required.
- Small amounts of European travel may be required.

Candidates must have the knowledge and ability to discharge the duties of the post and if successful agree to undertake the duties attached to the post and accept the conditions under which the duties are required to be performed. The duties and responsibilities outlined in this job description are neither definitive nor restrictive and may change in detail from time-to-time to meet the changing needs of the business.



Location:

The role of the Food Sector Project Manager will be based at Teagasc, Mellows Campus, Athenry, Co. Galway, and when complete, in BIA Innovator Campus buildings. The successful candidate would have the opportunity to work remotely, and to be present a number of days a week onsite in Athenry during the core hours of 10am to 4pm.

This role is subject to a probationary period for 6 months with reviews at months 3 and 6.



Character:

Candidates shall be of good character and references shall be sought



Health:

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirement as to health, it will be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by BIA Innovator Campus CLG.



Salary:

This salary will be remunerated according to experience of the successful candidate.



Annual leave:

20 days per annum



Hours of Work:

The normal working hours are 39 hours per week. This role will require a degree of flexibility as evening and weekend work, along with some foreign travel may be part of the delivery requirements.



Driving Licence:

The appointee must hold a full driving licence for Class B vehicles free from endorsement / disqualification and shall drive a motor car in the course of their duties, and for this purpose, provide and maintain a car to the satisfaction of the BIA Innovator Campus CLG. The appointee's Insurance Policy must cover such use and indemnify BIA Innovator Campus CLG. Travel and subsistence expenses, for work related travel only, will be paid in accordance with nationally agreed rates applicable to the sector and from the work base only.



Recruitment Timeline:

- Advertisement Date – 26th May
- Deadline closes for application submissions 21st June 2021 @ 4pm. (4 weeks)
- 1st round interviews – week of the 28/29/30th June – potentially online
- 2nd round interviews including a presentation – 8th/9th July 2021
– held in line with government guidelines and appropriate social distancing.

How to apply:



Application forms can be provided by emailing hello@biainnovatorcampus.ie.

Applications/CV/Cover Letter/Scan of qualifications to be submitted to hello@biainnovatorcampus.ie.

All sections of the application form must be fully complete.
Application deadline: 21st June 2021 at 4pm

BIA INNOVATOR CAMPUS CLG IS AN EQUAL OPPORTUNITIES EMPLOYER