

CPC402 – Global Business Growth Coordinator

Location	London
Reporting to	Head of Global Business Growth
Working hours	37.5 hours
Contract type/duration	Permanent
Equal Opportunities	CPC is committed to ensuring it recognises equal opportunities
Date written	10.02.2021

Purpose of the role

The Global Business Growth Coordinator will sit within the Global Business Growth Team, a dynamic group of international people passionate about urban innovation and opening new routes to market for the UK ecosystem. The Team generates new international opportunities (business development) for the Catapult and is also delivering projects in collaboration with other relevant teams. These opportunities can be collaborative research and development (CR&D) projects or commercial projects

Key Responsibilities

This role has the primary responsibility of supporting the ‘Business’ side of the global team in developing and delivering high impact opportunities and projects around the world.

- Coordinates programme components for the team members in the Global Business Team – across CR&D and Commercial activity
- Owns, develops, delivers a regular cadence of messaging to the Global Business Team’s key stakeholder list of senior officials in HMG and global organisations
- Manages day-to-day coordination for the global business team to achieve the objectives set out in the global strategy
- Supports the Director and Head of the Programme in day-to-day management
- Assists the business team in maintaining an up to date CRM system
- Works with the Team Head and Leads to assist in the development of high quality commercial and CR&D proposals for submission
- Regularly monitors the bid tracker system to alert team members of relevant opportunities
- Undertakes research related to global markets and opportunities to support proposals and projects
- Assists the Head and Team Leads to manage the global HMG accounts
- Assists on delivery of Global Team projects as needed

Required skills and experience

- Experience in supporting commercial and collaborative research proposals
- Has supported others in working on and delivering international programmes
- Relevant understanding and interest in international business and development
- BA level degree in relevant field or equivalent

- Ability to communicate clearly, both verbally and in writing, in English and a local language
- A charismatic, proactive “people person” able to engage at all levels of an organisation

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: CPC402