Candidate Specification
Assistant Programme Manager
Challenge Prize Centre

Salary: £30-35K, plus benefits
Location: Blackfriars, Central London
Term: 12 months fixed-term (Maternity Cover), starting end of September, 2017
Hours: Full-time (37.5 per week)

Nesta is looking for a dynamic Assistant Project Manager (APM) to support the scoping, research, design and coordination of challenge prizes to achieve maximum social impact. The APM will divide their time between administering prizes in the UK and supporting the design and development of new social impact prizes and larger global prizes.

The APM will coordinate the running of social impact prizes in the UK. This includes administration and communications activity. The prizes aim to stimulate innovations in areas of social need and engage young people in developing technical innovations. These prizes are designed to achieve significant social impact and to provide a learning environment for the Centre in the development of best practice. The role will also involve the design and development of new compelling and impactful prizes in the UK, research, relationship building and promoting the Nesta innovation methodology.

The successful candidate will be experienced in a coordinating role in enabling delivery of ambitious multi-faceted programmes. They will have sound judgment, be an excellent communicator, an adept organizer, and have the skills to take on further responsibilities in the direct delivery of programmes.

The APM will support the design and development of new challenges for social impact and global grand challenges for the likes of Government departments and international agencies – these are ambitious prize programmes with huge potential societal impact, designed to develop innovations to tackle problems such as health, social isolation and cybersecurity.

We are looking for a candidate who has the ability to quickly develop an understanding of a wide range of topics, conduct desktop and interview based
research into state of the art innovations, and support the design of prizes to achieve maximum strategic impact.

The APM will juggle many different tasks, take initiative, communicate with and support senior people in government, enterprise and in academia.

**Challenge Prizes**

Challenge prizes have a long tradition and are again becoming an increasingly important tool for those seeking to stimulate radical creativity and advance innovation in both technological and social fields. Nesta has a strong track record in applying prizes effectively, including through the Big Green Challenge, an internationally known environmental challenge prize.

In April 2012, we launched the Challenge Prize Centre to take our work on challenges prizes to the next level. Over the next few years we will work with partners from diverse sectors and disciplines to design and run challenge prizes that generate innovative solutions to solve societal problems.

**The Role**

- Work closely with the relevant manager and the Challenge Team - coordinate the running of prizes, planning to ensure key deadlines are met, and support with coordination and implementation activities
- Develop and manage administrative systems and support coordinators in the Challenge Prize Centre by ensuring that these systems are well connected, simple and enabling.
- Work closely with the challenge prize team to utilise the impact and monitoring framework for demonstrating viability of prizes.
- Work closely with stakeholders - including UK Government departments, scheduling meetings, events and travel arrangements on a frequent basis including meeting itineraries & presentations, as well as follow up on attendance & actions.
- Build rapport with partners and support the Programme Manager in identifying and developing new opportunities for the Challenge Prize Centre to develop and support compelling prizes.
• Support and enable the development of strong partnerships, balance the building of rapport and apply tact where necessary to keep to goals and milestones.

• Support the design and development of new challenges for social impact and global grand challenges – Develop an understanding of a wide range of topics, conduct desktop and interview-based research into state of the art innovations and the development agenda.

• Support the lead manager/director in contributing to planning and decision-making based on understanding programme needs, and in preparing and organising reports, presentations and other documents.

• Effectively manage programme budgets.

• Effectively manage discreet projects and sub-contractors as required.

• Willingness to travel and work occasional evenings where necessary

The Person

• **Organisation** - Track record of enabling ambitious programme delivery. Be well organised and manage own and others’ time effectively. This will involve managing calendars, tracking meetings and activities and scheduling events and travel.

• **Judgment** - A logical approach to problem solving, and good knowledge of quantitative and qualitative analysis combined with an instinct for spotting innovation opportunities.

• **Research** - Ability to create insightful, compelling and actionable research with the ability to absorb and work with complex information quickly and effectively.

• **Excellent written and oral communications skills** - Experience of preparing and organising reports and presentations, ability to present analytical and research material in an articulate and legible way. Clarity and ability to represent The Challenge Prize Centre to external audiences. An adept questioner and listener able to understand the needs of others and exercise judgment and initiative in developing actions. Comfortable at speaking in public when necessary.
Relationships - An excellent track record of building and maintaining relationships and partnerships, with experience of working across a diverse range of organisations and sectors to deliver. Ability to establish and maintain working relationships internally and externally at all levels. Good at working in partnership with senior people, and able to collaborate to achieve goals. Results-driven and see success as a joint effort.

About Nesta
Nesta is a global innovation foundation. Our mission is to spark and shape new ideas to improve how the world works for everyone. We use our knowledge, networks, funding and skills to take on big challenges, working in partnership with others to make change happen. We are a UK charity and our work is enabled by a financial endowment.

- We see - we spot opportunities in challenges
- We spark - we generate novel ideas to solve big problems that matter to everyone
- We shape - we provide the help needed for promising ideas to grow and adapt
- We shift - we join with others to back world-changing ideas

How to apply
For the full Candidate Specification and the short Application Form, please click on the relevant buttons on this advert.
The closing date for completed applications is 23:45, Thursday 17 August.
1st Stage interviews will take place on Wednesday 23 August.
2nd Stage interviews will take place on Wednesday 30 August.