

**POSITION:** EEN Project Executive  
**LOCATION:** Sunderland Office  
**TYPE:** Permanent

### THE ORGANISATION

RTC is an independent, dynamic and highly successful organisation. We work with companies, individuals, clusters and the public sector to help regions create better and more high value jobs. Established over 25 years ago, RTC has a trusted reputation for delivering services in innovation and business growth. We specialise in the commercialisation of new products and services to build more innovative and vibrant economies. We provide support at all stages of the innovation and intellectual property protection process at regional, national and European levels.

RTC is also a lead UK partner in the world's largest business support network - Enterprise Europe Network – and has established relationships with partners in Asia as well as North and South America. We currently have offices in Sunderland, Gateshead, Daresbury and Leeds.

### THE POST

RTC are looking to recruit highly motivated and dynamic Project Executive to deliver business support to small and medium sized enterprises (SMEs) as part of the Enterprise Europe Network (EEN) team. The role offers an opportunity for an experienced business support professional to work in a growing company, using his/her practical business experience to support a broad range of clients in innovation and internationalisation and core EEN Services.

Success is measured in terms of developing new business to business connections and the provision of high quality business advice.

The Project Executive will cover the North East area, based in the RTC head office in Sunderland but will on occasion be required to visit the other RTC offices and travel to UK and European destinations. The person appointed will be trained in the use of all relevant systems.

### Key Responsibilities

- **Build relationships with EEN SME clients and recruit new clients for EEN services** - preparing profiles, following up live expressions of interest as well as conducting searches for business, technological or research proposals that may be relevant. Subsequently to increase the number of interactions with new clients by targeting email campaigns, speaking at/attending events, cold calling, referrals or other strategic activities;



- **Acquire and use expert knowledge to facilitate brokerage and deal-making**, supporting local SMEs to achieve lasting business benefits through collaboration. This will include developing a systematic process to identifying high-value incoming opportunities from EEN partners and supporting local clients in their efforts to both innovate and internationalise;
- **Foster joint activity with local business support organisations and specific R&D intensive organisations** - manage relations with local actors in the regional “innovation and internationalisation ecosystem”, in order to promote EEN and drive SME traffic to our services;
- **Ensure data integrity and audit transparency in all record keeping**, using relevant CRM and reporting systems, both internally for RTC and in conjunction with other consortium partners;
- Become familiar with the skills of RTC staff, communicate regularly with them and **drive the promotion of RTC Services across the North of England**, thus generating value for the company as a whole.

## THE PERSON

The successful candidate is likely to have a degree level (or equivalent) qualification in a Science and Technology, Commercialisation or International Business area but the exact details of their academic background is less relevant than a good working knowledge of business support and the local business support networks.

## Skills, Knowledge & Experience

- An excellent communicator, able to express ideas clearly, both verbally, face to face, by telephone and in written form, to actively listen logically and accurately;
- Persuasive and personable – able to quickly build rapport with clients and colleagues
- Have the ability to assimilate new, complex business or technical information quickly and explain in non-technical terms key aspects of any given topic
- Experience of working on European funded projects would be useful but is not a requirement
- Good knowledge of local, national and EU funding and other business support tools
- Well networked with a good understanding of local business support infrastructure and with a wide range of business support specialists and a good reach into the local SME base.



## Qualities

- Dynamic with drive and determination to make a difference;
- A good team player with a willingness to learn
- Flexible, open and positive
- An active influencer and problem solver
- A self-starter with good planning and prioritising skills, who can demonstrate successful delivery of targets

## HOW TO APPLY

If you feel you have the necessary skills and experience to undertake this role, please forward your c.v. and letter of application, confirming current salary and benefits package to: [personnel@rtcnorth.co.uk](mailto:personnel@rtcnorth.co.uk)

If you require further information about this role, please contact [lyndsey.pitt@rtcnorth.co.uk](mailto:lyndsey.pitt@rtcnorth.co.uk)

**Closing Date:** Thursday 27<sup>th</sup> July 2017

## Background

Funded by both the European Commission and Innovate UK, EEN is an important tool in the EU's strategy to boost growth and jobs whilst also supporting Innovate UK's localisation agenda. EEN provides a direct route for SMEs to proactively build partnerships across 60+ countries to further their ambitions to innovate, grow and internationalise.

The Enterprise Europe Network helps SMEs:

- Innovate & internationalise
- Develop their business in new markets
- Source or license new technologies
- Obtain access to EU finance/funding
- Give feedback on European policy and legislation

EEN has close to 600 member organisations across the EU, and beyond and includes chambers of commerce and industry, technology centres, universities and regional government agencies.

RTC deliver the Innovate2Succeed programme under the EEN banner. The Programme is funded by Innovate UK and the European Regional Development Fund.



## The Package

RTC is a dynamic small independent technology transfer company. Its ambition is to expand its offer and excellent reputation for delivering high quality projects across the North of England. Joining RTC at this exciting time affords an unparalleled opportunity to make a difference and be part of the economic growth of the North.

As a small company, the teams work closely together, sharing skills, knowledge and experience which helps to create a thriving, healthy and fast moving, working environment.

Remuneration is based on the candidates' knowledge, skills and experience. The post also benefits from flexi time, a generous holiday entitlement and contributory pension.

