



Programme Manager - Islands Entrepreneurial Network, TalEntEd Islands Growth Deal

Job Summary

Robert Gordon University seeks an experienced Programme Manager to lead the Islands Entrepreneurial Network across Orkney, Shetland, and the Western Isles, a key component of the TalEntEd Islands Growth Deal. This three-and-a-half-year initiative, funded by the UK and Scottish Government, aims to support economic growth by creating new business ventures, jobs, and delivering practical entrepreneurial programmes and events. The Programme Manager will be responsible for meeting the strategic objectives and KPIs of the programme on time and within budget, on behalf of RGU.

Working alongside the Island communities and key stakeholders such as Highlands & Islands Enterprise, Business Gateway, UHI, DYW and the local authorities and businesses, the Programme Manager will play a crucial role in driving economic, social and cultural development within the Island groups. Their responsibilities include planning, designing, and delivering a portfolio of programmes as outlined in the TalEntEd work package of the Scottish Government Islands Growth Deal, including a Startup accelerator, masterclasses, a Creative Entrepreneurship programme, a 60+ programme and a Women in Business programme.

You will be responsible for managing a team of two part-time Island-based coordinators and a part-time administrator and will be willing to travel between islands and to RGU as required, as well as work unsocial hours for events and programmes to meet the needs of the entrepreneurs. You will work directly with the Entrepreneurship & Innovation Group at RGU, reporting into the Head of Entrepreneurship & Innovation at RGU.

The role would suit an individual with an entrepreneurial spirit who demonstrates drive and determination and a bias for action. Local knowledge is essential. A working knowledge of the Gaelic language would be an advantage as would a valid driving licence and access to a car.

While Orkney has been identified as the preferred location for the Programme Manager, consideration will be given to exceptional candidates residing in Shetland or the Western Isles.

This role is offered on a fixed term basis for 3 years. It may be available as a secondment opportunity, please speak to your current employer to discuss this in the first instance.

If you would like an informal chat about the role before applying, please contact Chris Moule, Head of Entrepreneurship & Innovation on 07855 277742.

To apply please submit your CV along with a cover letter detailing your suitability for the role as set out in the requirements of the person specification.

Interviews will take place online on Tuesday 8th April 2025.

We will have 2 x Part Time Programme Coordinator roles coming shortly, please register on [Jobs | RGU | myjobscotland](#) and sign up for job alerts for RGU to be notified when these are available.

In order to meet UKVI minimum requirements, sponsorship would only be available for this role for those candidates who are currently based within the UK on a skilled worker visa with a COS issued before 04 April 2024, hold a relevant PhD, or are a 'new entrant' who is under 26, studying or a recent graduate.

Job Description

RESPONSIBLE TO: Head of Entrepreneurship and Innovation, RGU

RESPONSIBLE FOR: 2 x Project Coordinators and 1 x Administrator

PURPOSE OF POST: The Programme Manager will be responsible for meeting the strategic objectives and KPIs of the Islands Entrepreneurial Network, part of the Talented Islands Deal Growth Programme, on time and within budget on behalf of RGU. Working alongside the Head of Entrepreneurship and Innovation and the wider RGU community, as well as island communities and key stakeholders such as Highland and Islands Enterprise, Business Gateway, UHI, DYW and the local authorities and businesses, the Programme Manager will play a crucial role in driving economic, social and cultural development within the Island groups. Due to the nature of the work activities there will be a requirement, on occasion, for

the Programme Manager to work some evenings and weekends as operationally required.

PRINCIPAL DUTIES:

Programme/Project Planning & Delivery

- Implement, and refine a comprehensive project plan that aligns with the wider TalEntEd Islands Growth Deal objectives.
- Oversee the project lifecycle, including timeline creation, task delegation, and milestone tracking.
- Manage project budgets effectively, ensuring efficient use of resources and timely adjustments as needed.
- Proactively identify and mitigate risks, adapting strategies to keep the programme on track.
- Monitor progress and produce regular status reports for senior management and funders.
- Maintain comprehensive project documentation, including meeting minutes, deliverables, and lessons learned.

Operational Management

- Manage day-to-day operations with high standards of efficiency, productivity, and quality.
- Coordinate key activities across multiple sites to ensure programme deliverables meet scope, budget, and schedule requirements.
- Implement continuous improvement processes to address evolving programme needs and enhance its effectiveness.

Stakeholder Engagement & Community Development

- Build and nurture strong relationships with local authorities, businesses, community leaders, and partner organisations, including other Growth Deal programmes.
- Tailor engagement strategies to reflect each island's unique cultural, historical, and social context.
- Facilitate inclusive events, workshops, and networking opportunities to encourage active community involvement in entrepreneurial activities.

- Communicate effectively and transparently with all stakeholders, adapting language and style to foster trust and collaboration.

Team Leadership & Line Management

- Lead, mentor, and motivate a team of part-time island-based coordinators and an administrator, ensuring clarity in objectives and roles.
- Set and track performance targets, providing timely feedback, guidance, and coaching to support professional growth.
- Encourage a positive team culture that values innovation and collaboration.
- Conduct regular performance evaluations and identify training opportunities to enhance team effectiveness.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Memberships

Degree or equivalent work experience in business, entrepreneurship, project management related studies.

Knowledge

Understanding of community development in rural areas.

Strong demonstrable knowledge of project management, and delivery.

Budgeting and financial management.

Understanding of relationship management with complex and varying stakeholders.

Appreciation of the startup / entrepreneurial eco-system across Scotland.

Working knowledge and competence in using Microsoft 365 packages and other applications.

Experience

Proven experience managing complex projects from initiation to completion.

Ability to collaborate effectively with diverse stakeholders.

Strong problem-solving skills and the ability to make data-driven decisions.

Clear and concise communication, both written and verbal – including effective report writing.

Flexibility to adjust to changing project requirements and priorities.

Strong leadership and team management abilities, to motivate and encourage performance and effectiveness.

Working with rural communities, ideally within the UK or similar contexts.

Line management experience.

Working with rural communities, local authorities and micro-businesses

Working with Higher educational institutions.

Experience of community engagement, stakeholder engagement and capacity building.

Entrepreneurial experience / owner/manager or self-employed.

Working with Learning Management Systems and CRMs

DESIRABLE REQUIREMENTS

Qualifications and Professional Memberships

Degree or equivalent experience in business, entrepreneurship, project management related studies.

Knowledge

Effective project management skills

Knowledge of entrepreneurial education

Knowledge of entrepreneurial eco-system across Scotland including key stakeholders and policy

Working knowledge of working with Scottish Government funded projects / growth deals

Working knowledge of Gaelic.

Behaviours

Behaviour 1: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 2: Liaison and Networking - Experience of circulating information in an accurate and timely manner, working across team boundaries to build and strengthen working relationships, leading and developing internal networks to pursue a shared interest and leading and building external networks to enhance the work of the organisation

Behaviour 3: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

Behaviour 4: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 5: Teaching and Learning Support - Experience of providing standard information or delivering teaching or training, designing content or learning materials within existing frameworks and developing innovative approaches to learning experience and the curriculum

Salary: 46735.00 - 55755.00 GBP per Year

Position Type: Full Time , Fixed Term 3 Year 35.0 Hours per Week