

## **Communications Manager**

Responsible for the production and delivery of communications and other activities that promote UKSPA and the Science & Innovation Sector both online and in print.

### **Main responsibilities:**

- To develop and deliver a suite of UKSPA communication products to members and other stakeholders.
- To act as Editor of the UKSPA Magazine "Breakthrough", commissioning and writing articles that support UKSPA aims and objectives and promotes the activities and contributions made by UKSPA members.
- To develop the UKSPA website(s) and Social Media activities as effective communication tools for UKSPA.
- To produce content for UKSPA e-newsletters and other online products (website, social media) to inform members, potential members and other stakeholders of relevant news and information from the Association.
- To oversee the production of UKSPA printed publications - their design, production and distribution.
- To maximise advertising and income generation including liaison with advertisers and advertising agencies.
- To deliver policy messages from UKSPA and develop relationships with key stakeholders to promote UKSPA influence and impact and the good practice of members.
- To assist in identifying and attracting new UKSPA Members and sustaining the level of existing membership.

## **About UKSPA**

UKSPA comprises over 100 science parks and incubators across the UK providing accommodation and innovation support services for over 4000 businesses and 80,000 employees-largely in the science and technology sector.

These range from start-ups through scale-ups to large international corporates. UKSPA provides a platform for our Members to share good practice and to work to develop a vibrant innovation ecosystem to support all these tenant companies.

There are significant changes within the science and technology sectors that are currently having an impact on the way in which innovation ecosystems are working at local, regional, national and international levels.

These changes create many challenges for incubators, innovation centres, research and science parks; but they also provide opportunities for UKSPA, as a small Member-based Association, to continue to grow and position itself as a key player in the space. Our activities continue to promote our Members as key and valued components of the innovation ecosystem.

The Executive is currently comprised of a small team of three staff based at Chesterford Research Park, just 13 miles South of Cambridge.

### **About this post**

Communications is at the heart of all UKSPA activities. This is a key post that will take responsibility for member communications and the delivery of the key messages that promote and support the work of UKSPA members.

Working with other stakeholders, the post holder will develop and improve existing UKSPA communication products but also develop new ideas to improve the marketing of UKSPA that attract new members as well as deliver services that will retain existing members.

### **Terms and Office Location**

- This is a full time, permanent role with a salary up to £30,000 for a 35 hour week.
- Employers Pension Contribution
- Leave entitlement of 28 days plus Bank Holidays
- Based at Chesterford Research Park – a low-density 250 acre, landscaped business environment
- Ample car parking
- Park facilities include a restaurant and on-site health and fitness centre
- Shuttle bus operates (fare payable) between Chesterford Research Park and Great Chesterford/Cambridge Railway Stations at peak times.

### **Applications**

Please send your CV with a covering letter explaining your suitability for the post to arrive by post or e-mail before 5.00pm on Wednesday 19 December 2018.

[info@ukspa.org.uk](mailto:info@ukspa.org.uk)

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