



European Union

European Regional
Development Fund

EST 1892

LSBU

ERDF Lead Project Manager, Maidstone Hub - R&D-4-SMEs (REQ5024) FTC up until June 2023

The Project

London South Bank University (LSBU) is leading a £6.2m partnership to create an network of Editing and Post Production (EPP) hubs across the [South East Local Enterprise Partnership](#) area. The project which is part funded by European Regional Development Fund (ERDF) will promote research and innovation in the manipulation of screen-based images for television, film, gaming, advertising, and corporate communications. This can include 'Pre-visualisation' techniques or post live-action shoot adjustments using animation, Visual Effects (VFX) and Computer-Generated Imagery (CGI). The project will be delivered from three production Hubs and each will have a studio, two edit suites, a co-working space; a fast internet connection and cloud computing to enable small, medium and micro businesses to extend their client base nationally and internationally. The hubs will be located at Folkestone's Glassworks Centre led by Screen South, at the new Creative Arts Building at Canterbury Christchurch University and at Maidstone TV Studios led by LSBU.

Why choose us?

London South Bank University has a proven track record of delivering impactful support directly to London's business community (www.sbi.business). This role will sit within the Strategic Projects team within South Bank University Enterprises Limited (SBUEL), a wholly owned subsidiary of LSBU, but will entail working closely with the School of Arts and Creative Industries (<https://www.lsbu.ac.uk/study/study-at-lsbu/our-schools/arts-and-creative-industries>).

The award-winning Strategic Projects Team is responsible for delivering a significant portfolio of Innovation and Business Support programmes aligned with LSBU's civic mission and vision. These programmes have established LSBU as the leading provider of European Regional Development Funded (ERDF) funded programmes in London. The School of Arts and Creative Industries has an established track-record of delivering courses, research, and enterprise from state of the art studios just behind central London's South Bank. The School has internationally recognised research and enterprise excellence in science and technology blended with the creative arts. We work with some of the capital's major art, media and

performance institutions through collaborative grants and research funding. This project will extend our reach across the South East of England. The role will be based at our campus just behind London's South Bank Cultural district and will be some travel to Maidstone, Folkestone, Canterbury, Hastings, and Southend. You will enjoy flexible working with a creative and dedicated team of hard working and fun people.

You will be entitled to:

- Up to 8% performance-related annual bonus
- Access to our cycle-to-work scheme
- Commuter season ticket loan
- Flexible working

The Role

The **Project Manager, (R&D-4-SMEs)** will lead the R&D-4-SMEs project and partnership working with the Principal Investigator (Professor Lizzie Jackson) and the Dean of the School of Arts and Creative Technologies at London South Bank University. The post-holder will form part of the Strategic Projects team within REI and will benefit from a close working relationship with a team of ERDF Project Managers. . They will work across all the Hubs and spend at least one day a week at LSBU's Southwark campus. Close working relationships will need to be built with all the project hubs in Kent.

The Project Manager for the R&D-4-SMEs Network will take a leading role, providing coherence and reporting across the programme, working closely with the part-time staff located at the other sites. The Project Manager will oversee project finance and expenditure, guide the partnership on eligibility matters and manage the relationship with the Managing Authority who for this project is the Ministry of Housing Communities and Local Government. In addition the post holder will lead on governance, be responsible for reporting to the MA, ensuring all expenditure is eligible and that appropriate records are kept meaning the project is kept at low audit risk status. The role will be supported by a Project Coordinator and will also benefit from working closely with a team of ERDF Project Managers.

The post holder will lead on the implementation of the Maidstone Hub at Maidstone Studios (<https://www.maidstonestudios.com/>) ensuring output targets are achieved. They will also ensure the quality of provision is high and that the cross-cutting themes, such as equality and diversity aspects, and the additional outcomes of the project are being met. The Project Manager will also manage the Maidstone team; the Community Manager and Technology Manager.

Your profile

You will be an outstanding and experienced Project Manager with have a good understanding of the creative and digital sector, and significant ERDF project management experience. Some experience of working with early stage businesses and product development would be desirable.

You will be used to problem-solving and thinking on your feet. We seeking candidates who are highly organised, meticulous, who have excellent personal skills and who familiar with working with small to medium-sized businesses. You will be a good team player who is able to keep the longer-term goals in mind, and a self-starter. Please see person specification for more detail.

As there are a lot of events to manage and deliver for this post for the foreseeable future and at least until spring / summer 2021, these events will be delivered online and this requires experience of delivering events and workshops online.

Please [click here](#) to understand our Values and [who we are](#).

To apply, please upload a copy of your CV and a cover letter outlining how you meet the selection criteria and the LSBU Values. Include in your cover letter your motivation and reason for applying and your strategic career plan.

Please click on the link above to view the Job Description and Person Specification (Right click and select 'open in new tab' option - Please note that it has been reported that the iTrent system does not operate correctly on Safari

Please Note: The Job Reference number for this post is REQ5024

Closing date: Monday 19th October 2020

Interviews: W/c 26th October 2020

We welcome applications from suitably qualified people from all sections of the community in our desire to reflect the diversity of the community we serve.

During the unprecedented situation of Corona Virus (COVID-19), we want to provide some assurance that where possible we are continuing with recruitment to our vacancies and look forward to you applying. Emails will be used to correspond with applicants, please ensure that you use an email account that you regularly monitor. We have provisions to conduct interviews remotely and will direct you to the relevant video interviewing system via email.