

Expert in Residence – Job Description

Role:	SBP Expert in Residence
Reporting to:	SBP General Manager
Key relationships:	Internal: Regional Liaisons, Director and SBP Subcommittee, SBP Admin and Marketing External: Mentors, Mentees, council, business chambers and regional LGAs, networking groups, regional business associations, Sourdough Innovation Hub (SIH) tenants, Sourdough Business Women (SBW) representatives
Contract:	Up to 3 days per week (7.5 hours per day)
Location:	Flexible – based in Mullumbimby

KEY Responsibilities

StartUp Northern Rivers

Sourdough Innovation Hub

- Relationship management of tenants
- Manage mentoring program for tenants through SBP Mentoring
- Manage a series of networking events for Hub tenants and startups, via StartUp Northern Rivers (SNR) Meetups

Virtual Innovation Hub / StartUp Northern Rivers (SNR) Community

- Maintain map of current emerging business ecosystem and identify existing and emerging support and service providers, including any incubators
- Develop and/or source ideas/opportunities to fill gaps in ecosystem, and continue to develop ways to support existing providers such as Regional Development Australia and Southern Cross University
- Develop ways to share the ecosystem view with the region, to help inform and connect those wanting to start a business, and help those in business to find the support they need

Incubator Program

- Develop and deliver core incubator program, subject to identification and acquisition of funding resources – to be defined and agreed

Business Skills Workshops

- Include industry focused streams as appropriate e.g. Food industry
- Liaise with BSW coordinator to support the design of the annual program of workshops to support business growth, as needed

Maintain Pre-Accelerator Program

- Schedule 2 Sourdough Pre-accelerator Programs
- Define, deliver, organise and manage content and mentors for program

Early-stage Mentor Program

- Work with the SBP Team to build on the SBP Mentoring Program to include early-stage startups

Contract Overview

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| Stakeholder engagement | <ul style="list-style-type: none">• Maintain relationships with regional business and government organisations to collaborate and to leverage our influence to extend our reach and achieve SBP goals - in conjunction with SBP Manager and team |
| Develop national and international networks | <ul style="list-style-type: none">• Develop and maintain a list of national and international networks• Identify thought leaders we can tap into |
| Reporting | <ul style="list-style-type: none">• Provide reports as required. |

Key Competencies

- Ability to share SBP vision and direction to achieve SBP goals. Inspire others to achieve these goals.
- Ability to work within the regional and national ecosystems to identify and build relevant relationships.
- Proactively seek, promote and follow through on opportunities for promoting SBP values and goals within existing relationships.
- Effective communication to a diverse audience.
- Effective use of communication tools for presentations, business plans, meetings, etc to convey information to a diverse audience.
- Effective use of in-house tools:
 - for communication,
 - to manage programs,
 - to manage events,
 - to manage documents.
- Excellent written and verbal communication skills.
- Strong organisational skills with the ability to multi-task.
- Excellent time management skills and the ability to prioritise work.
- Ability to work as a key team member.
- Identification and implementation of solutions to resolve conflicts in a professional and diplomatic manner.