

## RECRUITMENT PACK

### This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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### Making an application:

**Please complete the short on-line application form, which includes some standard questions, and attach the following documents.** (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

- a. A covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined in the Person Specification.
  - b. A curriculum vitae - giving full details of your qualifications and experience to date.
- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
  - **We recommend that you take a copy of this recruitment pack to help with your preparation.**

### Our commitment to Equality, Diversity and Inclusion

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation **AccessAble** who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

**Closing Date: 5 June 2024**

**Interviews are planned for: To be confirmed**

### JOB DESCRIPTION – Job ref REQ08485

<b>Job Title:</b>	Strategy and Transformation Associate (KTP Associate)
<b>Contract:</b>	Full-time. Fixed term for 18 months. The position is fixed term due to being part of a government funded innovation programme, however there may be potential to continue in employment with the company partner following the completion of the KTP.
<b>Hours:</b>	40 hours per week
<b>Salary:</b>	£42,000 per annum
<b>Department/School/Section:</b>	Essex Business School
<b>Responsible to:</b>	Head of School
<b>Responsible to on a day to day basis:</b>	Dr Misagh Tasavori Dr Kholoud Mohsen
<b>Location:</b>	This post will be based at:  The Minorities 74 High Street Colchester Essex CO1 1UE

#### **Purpose of the Job:**

The University of Essex in partnership with We are the Minorities (WATM), an arts charity and gallery in a historic townhouse in Colchester, offers an exciting opportunity to a graduate with the relevant skills and knowledge to develop a data led and long-term strategic plan, to enhance WATM's growth.

The associate will work with WATM's managers and University of Essex academic supervisors to ensure WATM's sustainable and prosperous future while keeping their community ethos and values at the heart of their activities. This will be achieved through four key strategies:

1. Developing innovative solutions to evaluate and measure the social impact of WATM's activities to enhance its success rates in funding applications.
2. Introducing business model innovations to support WATM in improving its income generation, such as through new product/service development (e.g., consultancy) and exploring additional income-generating activities like leveraging its physical space.
3. Enhancing WATM's capabilities in managing both social and economic missions and supporting them in sharing their knowledge through consultancy to third-party organisations.
4. Developing marketing, operational, and financial plans to foster the sustainable growth of WATM.

This post is fixed term for 18 months.

#### **DUTIES OF THE POST**

The duties of the post will include:

- Conduct literature reviews and summarise findings for a non-academic audience.
- Design and develop a framework to measure social output, outcomes, and impacts of WATM's activities.
- Conduct quantitative and qualitative data collection and analysis.
- Develop and design data-driven and customer-driven strategies to improve the sustainability and growth of WATM
- Develop strategies for augmenting earned and grant income.
- Formulate and implement robust and well-informed marketing, operational and financial plans based on the collected data and selected strategies.



- Develop a comprehensive knowledge management plan, encompassing strategies for disseminating insights and best practices derived from the project.
- Manage activities, stakeholders and relationship building across diverse groups, including WATM's board of trustees, art gallery/café visitors, artists, employees, volunteers, and wider community.
- Disseminate findings in scientific articles and conferences.

**These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.**

## **BENEFITS**

As a KTP Associate, the post will offer the following benefits:

- A personal development budget of £3000 (exclusive of salary).
- Management training and mentoring by an Innovate UK KTP Adviser.
- An interesting and challenging role, with exposure to a variety of stakeholders.
- Full access to university resources to complete the project.
- World-leading Academic and Company project supervision, with project support by a dedicated, sector leading KTP Office.

### PERSON SPECIFICATION

<b>JOB TITLE: Strategy and Transformation Associate (KTP Associate)</b>	<b>POST REF: REQ08485</b>
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#### Qualifications /Training

	<b>Essential</b>	<b>Desirable</b>
▪ A first/undergraduate degree in Management, Business Studies or a related discipline, OR a first/undergraduate degree in a subject related to Arts and Humanities or nonprofit sector with business development experience	X	
▪ MSc in Management, MBA, Social Entrepreneurship or related field, or an equivalent level of experience		X

#### Experience/Knowledge

	<b>Essential</b>	<b>Desirable</b>
▪ Excellent market research, analytical and problem-solving skills to generate insights and support evidence-based decision making	X	
▪ Awareness and interest in the UK heritage sector and the third sector		X
▪ Knowledge and experience of qualitative and quantitative data analysis and proficiency with data analysis tools and methodologies	X	
▪ Experience of producing written reports in an academic context	X	
▪ Experience of the third-sector funding ecosystem		X
▪ Proficiency in strategic planning, business development and consultancy	X	
▪ Experience in the operations in art facilities and museum activities		X

#### Skills/Abilities

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to formulate and implement robust and well-informed marketing, operational and financial plans	X	
▪ Ability to build and maintain relationships and facilitate training sessions	X	
▪ Excellent time keeping, budget management and project management skills	X	
▪ Ability to understand the requirements of funding frameworks and design structures to support these requirements		X
▪ Excellent communication skills with the ability to present and communicate in a multitude of ways	X	
▪ Ability to design evaluation service processes in an accessible manner		X
▪ Ability to design new business ideas, ideally in the context of art and charity organisations		X
▪ Entrepreneurial and action-oriented mindset	X	

#### Other

	<b>Essential</b>	<b>Desirable</b>
▪ An understanding of, and commitment to, equality and diversity	X	
▪ Can meet the requirements of UK 'right to work' legislation *	X	

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

## WORKING AT THE UNIVERSITY OF ESSEX

### The University of Essex is proud to be:

A leading academic institution with an international reputation for the quality of its research and teaching and an international community that is committed to equality and diversity.

### Knowledge Transfer Partnerships (KTP)

A Knowledge Transfer Partnership (KTP) is a three-way project between a company, a university and a graduate (known as an Associate), which enables the transfer of knowledge, technology and skills to which the company currently has no access. Supported by the university, KTP Associates manage strategic projects within the company.

A KTP can help graduates to enhance their career prospects by providing them with an opportunity to manage a challenging project, which allows them to use their degree, and is central to an organisation's strategic development and long term growth.

Whilst the Associate leads the KTP project, they are supported by experienced staff from the company and university. They are also assigned a KTP Adviser, who supports them in maintaining good working relationships within the partnership and in planning their professional development in broad terms.

For more information, visit the [Innovate UK website](#).

### About We are the Minories

The Minories is an arts charity and gallery in a historic townhouse in Colchester. It's formed of two connected charities: The Victor Batte-Lay Foundation (VBLF) and We are the Minories (WATM). VBLF owns the building and collection of East Anglian Art, and has been running the gallery since 1956, as well as hosting tenants since 1993. WATM manages the space and creative programme at the gallery.

For more information, visit: <https://www.theminories.org/about-us>

### About Essex Business School

Essex Business School are champions of responsible management and sustainable business. They use creativity and innovation to drive organisations forward and make them better places to do business.

They're an intellectual community of more than 2,000 international researchers, students and entrepreneurs. Together, they're working to transform society through excellence in business and social science research.

Essex Business School has a world-class reputation for research, combining the highest scholarly quality with relevance to practice. Both theoretical and applied research can be found in our School, with much of it addressing the important issues currently being faced by commercial businesses, public sector bodies and not for-profit organisations.

For more information, visit: <https://www.essex.ac.uk/departments/essex-business-school>

### General Information

Informal enquiries may be made to the project academic team, Dr Misagh Tasavori ([tasavori@essex.ac.uk](mailto:tasavori@essex.ac.uk)) and Dr Kholoud Mohsen ([kmohsen@essex.ac.uk](mailto:kmohsen@essex.ac.uk)) or Robert Schatten, KTP Manager (email: [robert.schatten@essex.ac.uk](mailto:robert.schatten@essex.ac.uk)). However, applications must be made online.

KTP is funded by a UK Government grant and this appointment carries no expectation of extension beyond the end of the fixed-term contract.

In principle, previous KTP Associates are not eligible to apply. There are some circumstances where a previous Associate can apply for a new KTP. Please check with your previous KTP Adviser for information.

Please note that the role holder will be based at WATM's offices but may be expected to travel to the University of Essex Colchester Campus from time to time.

### **Benefits**

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkDayNursery.co.uk](http://www.wivenhoeParkDayNursery.co.uk)
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

### **Staff communities, networks and forums**

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

### **This document is produced by**

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