

Business Journalist & Wales in London Support Officer Job Description.

Job Title	Business Journalist & Wales in London Support Officer
Responsible To	Outreach and Community Manager
Location	M-SParc (Menai Science Park); Anglesey. Remote working at our #OnTour locations across Gwynedd and Conwy. An element of traveling across north Wales and to London is required, in order to find stories and strengthen networks.
Hours of Work	Monday to Friday minimum 37.5 hours a week and up to 48 hours per week. Networking events, workshops and seminars, evening events and travel mean that the flexibility to work additional hours is essential.
Salary	£30,000 – £35,000 PA
Term	12 Months.

Menai Science Park Ltd

Our mission is to ignite ambition and innovation for a sustainable Wales.

Business News Wales: Showcasing the very best of business in Wales. Business News Wales is a dedicated news channel featuring polls, features, opinion pieces, video, and audio.

Wales in London Network: A Society linking Wales and London, a network for people with business, political, social, cultural and sporting interests.

Making A Difference.

This is an exciting prospect and excellent career opportunity to work for the first dedicated Science Park in Wales and along-side and in partnership with Bangor University. You will be contributing to the success of a company recognised by the Welsh Government as a key economic driver and a magnet for the region. You will work as part of a small team dedicated to improving the prosperity of the people of North Wales. This is an opportunity to make a real impact.

M-SParc (a wholly owned subsidiary of Bangor University) is a Science Park aimed at supporting knowledge led enterprises and projects to grow and succeed. Further details can be found on our website www.m-sparc.com and on our social media channels.

Crucially this role is central to the delivery of our Strategic Objectives:

- Deliver quantifiable economic and social benefits to North Wales.
- To be economically, culturally, and environmentally sustainable.
- To be recognised in Wales as leaders in innovation.
- To nurture innovative ideas from concepts to market.
- To enhance the reputation of North Wales as a location where innovative science and technology focused businesses can flourish.

- To promote a culture of enterprise, supporting start-ups and spin-outs and keeping larger businesses innovative and fresh.
- To provide new employment opportunities for skilled workers.
- To provide a positive future for the young people in the region to be proud of and aspire to.
- To continue with our energetic, vibrant and exciting journey taking our partners and stakeholders along with us.

Purpose of the Job

This is an opportunity to help M-SParc drive innovation forward in Wales and forms a cornerstone of two exciting new partnerships between M-SParc and the [Wales in London Society](#) & [Business News Wales](#).

Wales in London

The post holder will collaborate with the Wales in London society to re-imagine and re-invigorate the network of c. 1500 members; Welsh diaspora in London. The post holder will work with Wales in London to re-brand the network, developing a website and social media channels and exciting content for it.

The post holder will use platforms to share information about the latest social events and news that's relevant for the members in London and will work to take the network to a new level; strengthening its membership, holding events and ensuring it is an active network that brings value to members.

The project aims to develop a new website and a newsletter that will contain articles and news items about events in the Welsh Community in London along with opportunities to occasionally share information about jobs and events happening in Wales to raise awareness of opportunities that members may not be aware of. The candidate will also leverage the power of the network to raise awareness of the Arfor Region in London; to spotlight innovative businesses, businesses raising finance and excellent career prospects in the region.

Business News Wales – North Wales Focus

The post holder will develop content for Business News Wales, covering the North Wales Area and ensuring opportunities for North Wales businesses to have a prominent position and exposure on the platform. Business News Wales covers all of Wales, but this post is to enhance and draw attention to North Wales stories, particularly in the innovation and green sectors. Following this post, there is an opportunity for the right candidate to go on and work as a journalist full-time for Business News Wales. Work will involve traditional journalism along with the development of rich media content such as Podcasts.

There will also be an opportunity to write bids and partner on opportunities, linked with networks in London and the Arfor area of Wales, to continue to enhance the partnership.

The post holder will be a 'doer', supporting the partnerships, identifying opportunities for news items, event organisation and collaborations, together with assessing ideas and their suitability as they arise. Strengthening relations between M-SParc and the partnerships throughout will be essential.

Main Duties and Responsibilities

Support M-SParc by

- Acting as a Co-ordinator between M-SParc, Wales in London, Business News Wales and companies or individuals seeking to collaborate on opportunities.
- Fostering relationships with Wales in London and Business News Wales teams and monitor the progress regularly.
- Contributing to the successful operation of M-SParc and the achievement of the vision aims and objectives set by the Executive Director and Board. This will involve creating strong links with

companies and ensuring that they are provided with services of a consistently high standard so that they develop and prosper.

- Identifying other collaboration opportunities as they arise, and assisting the M-SParc Marketing, Events and Engagement Officer with content and events as required.

Support Wales in London and Arfor Area connections.

- The Officer will be responsible for organising events to encourage further collaboration between networks in London.
- Be responsible for the re-brand of the network and launch of its new website and social platforms.
- Creating content for the newsletter and website for the Wales in London Network.
- Visit London to develop the network and collaborations, collaborating on, organising & taking part in events where required to bring the network to Welsh diaspora's attention and grow the network.
- Provide opportunities via the network for members to return to or liaise with the Arfor Area – either contributing to the local economy via investment or providing direct opportunity to return to Arfor.

Support Business News Wales

- Address the gap in dedicated business news coverage in North Wales, providing comprehensive and locally-focused content.
- Lay the foundation for a long-term partnership between M-SParc and Business News Wales, fostering a mutually beneficial relationship, including a consistent exchange of contacts/introductions.
- Produce regular articles, interviews, and reports on North Wales' business sector, with a special focus on M-SParc's activities and also the London initiative.
- Grow engagement, subscriptions and readership among local businesses and stakeholders.
- Identify the best way to share news stories and write journalistic articles to a high standard with minimal supervision.
- Feature M-SParc's news, events, and tenant achievements prominently in Business News Wales.

Be Organised

It is anticipated that the Officer will be aware of London Welsh related opportunities and will be expected to communicate any opportunities with the wider M-SParc team wherever appropriate, so that the Digital, Energy, and Business Support teams can add value to and support opportunities where they arise. The Officer will also be aware of ongoing M-SParc projects and tenant activities, jobs being advertised by M-SParc or Tenant Companies and so on.

General Duties

- Take the initiative to support customer enquiries and find potential contacts and ways to collaborate and assist.
- Be proactive and positive with this community, go beyond what is needed to work with them and provide a service that is outside of Marketing and Events.
- Taking independent decisions, within the agreed framework agreed by the Company Director, and managing their work when they are absent.
- Planning, prioritise and organise own work to achieve agreed objectives.
- Solving day to day problems as they arise, while recognising when a problem should be referred to others.

- Adopting a positive approach to teamwork, always looking for opportunities to act as an Ambassador for M-SParc.
- Ensure exceptional level of Customer Service, engaging with M-SParc's tenants and wider ecosystem whenever required.
- Any other duties as requested by the Executive Director to reflect the changing needs and demands of M-SParc as a business.
- General and shared duties as and when required that may include.
 - Opening and closing the building as required on a rota basis.
 - Reception duties
 - Reacting to incidents and scenarios to ensure the health and wellbeing of staff and tenants alike.

Person Specification

Skills and Experience - *Essential*

- Can build strong working relationships, networking and representing M-SParc, Business News Wales and the Wales in London Society.
- Has excellent communication skills.
- Has expertise in business journalism.
- Can lead on projects when required.
- Can work as part of a team, recognising opportunity to collaborate with colleagues and adding value where possible.
- Has the ability to co-ordinate projects with minimal supervision.
- Has experience of presenting online and/or face-to-face to diverse groups.
- Has exceptional IT skills, and a willingness to learn and adapt to new systems.
- Has the ability to communicate through the medium of Welsh - essential for this post.
- Has experience of working in an industry facing role is desirable, but not essential.

Education, Training and Qualifications - *Essential*

- Relevant Degree or experience, in particular in journalism or a similar, relevant field.

Education, Training and Qualifications - *Desirable*

- Experience of co-ordinating projects or working with a team.
- Experience of working with networks.
- Experience of working to develop new projects and programmes.
- Connections in or experience of working in London.

Impact

Your role and performance will directly affect the performance of the company and in turn the economic performance of the region, as such this is an opportunity to have a positive and lasting impact on the communities of North Wales. We are looking for a person who cares about the region and its communities and who believes that Business, Science and Technology can contribute towards a sustainable future for our communities.