



**Tender for Applications  
Entrepreneurs in Residence**

**at Birmingham Science Park Aston Ltd  
December 2017**



## Contents:

1	Introduction	3
2	Background	3
3	Entrepreneurs in Residence: Objectives	4
4	Key Responsibilities	4
5	Person Specifications	4
6	Service Standards	5
7	The Team	6
8	Contract Value	7
9	Proposal Requirements & Evaluation	7

## **1. Introduction**

Birmingham Science Park Aston Ltd (BSPA) is looking for 'Entrepreneurs in Residence' (EiRs) to have significant input into its dedicated incubator programme based at the Campus, Entrepreneurs for the Future "e4f".

The e4f programme has been in existence since 2009 (full background details below) and began partnering with BizzInn (University of Birmingham's start-up incubator) in 2016, now known as the Birmingham Knowledge Economy Business Incubation Partnership ("BKEBIP").

Associated with the e4f programme will be the previously piloted programme, e4f Inspire, which would be the next "stepping stone" to growing the businesses and ensuring they think big to further the potential for their business.

The appointed EiRs will make use of their expertise, past experiences and extensive networks to provide the best possible personal business support to the start-up businesses. They will be contracted to work with BSPA to a set brief in order to drive the growth of the innovative new companies. The working arrangements will be flexible to suit their own activities but will require regular presence to support the fledgling businesses.

BSPA wishes to invite formal proposals from individuals who believe they have the necessary skills, knowledge, experience and approach to an EiR role for e4f.

The information and instructions provided in this brief are designed to ensure that all proposals are given equal and fair consideration. If you have any queries, please do contact us.

## **2. Background**

*e4f*

In November 2009, BSPA opened its Entrepreneurs for the Future (e4f) Centre, established with the assistance of Birmingham City Council and Be Birmingham's Working Neighbourhood Fund and subsequently the offering gained support through an ERDF grant. Since its creation, e4f has supported the creation of over 150 new technology businesses in the West Midlands, now comprising at least 200 new employees and directors. The companies have raised a total of over £10m of investment and these numbers continue to grow.

The objective of this programme is to support the creation of new high-growth technology/digital and life science SMEs to diversify the region's economy and create new jobs.

The facility in Faraday Wharf provides a base for this activity, alongside access to a complete business support package, with a view to transforming early-stage businesses into investment-ready propositions.

Start-ups in the e4f incubator benefit from an initial nine months of free access to a shared hot-desking incubation unit, with full ICT support and access to meeting facilities. Much more

than a physical base, e4f also provides regular mentoring and access to professional services and advisors to ensure that start-ups based here have all they need to launch, develop and grow. Within the first nine months, BSPA's team and its personal mentors work with the founder(s) to create a value proposition with a view to become revenue generating and/or securing investment funding.

### **3. Entrepreneurs in Residence: Objectives**

What BSPA is looking to achieve with the following, with support from the EiRs:

- Assist in attracting a regular flow of innovators and entrepreneurs to engage with the available support
- Deliver sustainable business start-ups, with an increased likelihood of success (in the form of first investment and/or first sales secured)
- Increase visibility of entrepreneurs and entrepreneurial activity across the city
- Continue to grow Innovation Birmingham as a centre of excellence for entrepreneurship so that it can remain a hub for a growing entrepreneurial tech-community in Birmingham and the Midlands.

### **4. Key Responsibilities**

EiRs will be expected to work for BSPA for a minimum of 2 to a maximum of 5 days per month by agreement. This will be agreed prior to appointment. They will be expected to work from the incubator space in Faraday Wharf for at least that time each month (although we would be pleased to see them there more often if they wish to undertake other activities from the centre), and would be responsible for the following:

- Actively recruit new entrepreneurs and represent us at relevant events (consent to be agreed by BSPA in advance)
- Mentor one-to-one with specific start-ups
- Identify and/or deliver (if appropriate) workshops and training sessions
- Broker specialist support/mentoring/make referrals where required
- Grow our mentor and investor network
- Advise on the future strategy of BSPA's incubation services
- Reporting to BSPA staff on the progress of incubated start-ups
- Any other relevant tasks as requested by BSPA

### **5. Person Specification: Who BSPA is looking for**

This role requires specific skills, knowledge, experience and approach. Candidate requirements:

- Passionate about innovation and entrepreneurial activity
- A track record in setting up, or actively supporting the establishment of successful independent ventures

- Experience of different forms of raising finance for start-ups/SMEs
- Able to quickly understand, guide and provide support to entrepreneurs; even if not in their own field of expertise.
- Able to constructively question and challenge people
- Specialist skills in a particular business function
- Possess relevant, credible and transferable industry experience
- Willingness to buy into the BSPA ethos and approach to support for tech start-ups
- Passionate about the need to drive Birmingham's technology scene in a wide sense

## **6. Service Standards**

The EiR will:

- Act as an unbiased advisor in the best interest of the entrepreneur being supported
- Not bring the name, people or activities of Innovation Birmingham Ltd, or Birmingham City Council into disrepute
- Be aware of confidentiality issues and always seek permission if certain information is to be released to a third party to broker further relationships

The EiR will be supported by existing team members with:

- Application processing and administration
- Office Infrastructure service maintenance
- Event Management and Delivery
- Other duties as required

## 7. The Team



### **David Hardman MBE - Chief Executive Officer**

David oversees all of Innovation Birmingham's projects, including e4f and Serendip, and works alongside the Head of Business Development to deliver an environment for the tech community to flourish.



### **Cliff Dennett – Head of Business Development**

Cliff provides strategic direction to the e4f and Serendip programmes. He meets entrants to the programme and has regular meetings with the e4f team and EiRs.



### **Naomi Watts – e4f Programme Manager**

Naomi is responsible for the day to day management of the e4f project and works closely with the EiRs and start-ups in the incubator.



### **Abdul Gufar – e4f Programme Manager**

Abdul is responsible for the day to day management of the e4f project and works closely with the EiRs and start-ups in the incubator.



In addition, the wider BSPA team is available to provide support to the EiRs as required.

If you would like to discuss the programme in general or in more detail, please contact:

Naomi Watts – e4f Programme Manager

0121 250 3523

[naomiw@innovationbham.com](mailto:naomiw@innovationbham.com)

## 8. Contract Value & Payment Arrangements

This Contract shall be paid on receipt of invoices that will be settled on a monthly basis within 30 days, with a maximum budget of £250.00 +VAT per day with a view to provide between 2 and 5 days a month depending on activity and demand. The minimum budget will be £5,000 per annum to a maximum budget of £15,000 per annum. Reasonable expenses will be paid and must be approved in advance.

This is subject to the production of a timesheet record of activity to BSPA, to include start-ups assisted, follow-up actions and business development etc.

The contract is for the period February – December 2018 and is subject to a contractor agreement.

## 9. Proposal Requirements & Evaluation

If you would like to be considered for the role of Entrepreneur in Residence at Innovation Birmingham, then please send a CV and a covering letter to: [info@e4f.co.uk](mailto:info@e4f.co.uk)

The covering letter should describe, with personal and specific examples, how you meet the job and person specification, and some initial thoughts on how you will make a real impact.

The deadline for submissions of interest is 17:00, Sunday 21<sup>st</sup> January 2018. Please ensure that you contact us by the deadline, according to the information provided in this brief.

Shortlisting will take place within the week after the application deadline and there may be a requirement for shortlisted parties to attend an interview at the Innovation Birmingham Campus (Birmingham, B7 4BB), shortly thereafter. All parties will be notified of the decision shortly afterwards.