



16 September 2019

Dear Colleague,

Midlands Engine - Regional Leaders Summit Secondment Opportunities

The Midlands Engine has won the opportunity to host the fifth Regional Leaders' Summit (RLS). We seek to appoint a Programme Manager and two project officer posts to lead the RLS programme of activity, leading up to and including, the Summit. These are full-time roles for a period of 6 months, starting early October 2019.

The fifth China-UK Regional Leaders Summit will be held in Birmingham in the week commencing Monday February 17, 2020. We anticipate the main summit will take place on Tuesday February 18, 2020 with a complementary programme of partner led regional events across the Midlands taking place on Wednesday February 19, 2020. Since being awarded, there has been preparatory activity. It is now time to recruit a RLS Programme Manager to formally lead the work and support staff. The Programme Manager will report to me and the RLS Steering Group, chaired by Anthony May (SRO). Secondtees will join the Midlands Engine Team, based in West Bridgford.

Interested candidates should apply by emailing Rachael.greenwood@midlandsengine.org including a current CV and covering letter, highlighting relevant experience. Advancing the appointment of the RLS Programme Manager is essential and as such, interested candidates should **apply by 20 September 2019 and must be available from mid October 2019**. Applications for the RLS Project Officer posts (2) should be made by 27 September. Salaries and terms are negotiable - and I encourage applications from energised and dynamic colleagues who are both committed to our region and who would enjoy the opportunity to support the delivery of this high profile international event.

Interviews for the RLS Programme Manager are anticipated to be held on Monday 23 September. RLS Project Officer interviews will be advised to applicants after the closing date for applications.

I look forward to hearing from you and would be grateful if you could share these opportunities widely so that interested colleagues might have the opportunity to apply.

Yours sincerely,

A handwritten signature in blue ink that reads "Rachael Greenwood".

Rachael Greenwood
Programme Director, Midlands Engine

Secondment Opportunities - Midlands Engine

Roles delivering the Regional Leaders Summit - Midlands Engine Executive Team

China-UK Regional Leaders Summit – Progress Overview

Over the last month, we have been busy pulling together project delivery arrangements to help take this work forward. A report was taken to the Midlands Engine Executive Board on Wednesday September 11 2019 to formally establish governance arrangements, incorporating our ambition for extensive participation from across the Midlands. Following this the Regional Leaders Summit Steering Group convened and held its initial meeting, agreeing to advance the key roles noted below, and other resourcing.

An overarching programme has been identified and there are a number of roles to now fill, and contracted services to commission to ensure this high profile international event is delivered successfully, with engagement by partners from every part of our region. We plan to ensure a strong legacy from the event, and legacy planning will also form part of the work of the appointed team.

1. RLS Programme Manager

Role reports to – Midlands Engine Programme Director

Secondment term – 6 months

Apply by – 20 September (current CV and covering letter)

Start date – Must be available to start from not later than mid October 2019

The successful candidate will be able to demonstrate experience at Programme Manager level, and the necessary skills and knowledge to lead a complex programme, which will require this post holder to lead international and regional dialogue with multiple stakeholders, manage short timelines, enable high political engagement, and ensure firm budget and risk management. The secondment will begin as soon as possible and not later than mid-October, and will expire at the end of March 2020. It is vital that any candidate comes with the support of their employer, and with the ability to begin at short notice.

The Programme Manager will:

- ≡ Lead all the preparations for the RLS, including arranging venues, accommodation and other logistics, such as in-country transport
- ≡ Reporting to the RLS Steering Group, agree and implement the Summit programme
- ≡ Work closely with the British Embassy in China and partners across the Midlands to coordinate the extensive participation of local provinces/counties and cities from China and the UK to ensure the success of the conference and deliver practical results to the two countries' regional cooperation. This includes identifying new provinces/counties and cities for relationships
- ≡ Arrange, by liaison with Midlands and Chinese partners, a post-Summit programme of bi-lateral regional partnership activity
- ≡ Agree a post-Summit evaluation approach including legacy report
- ≡ Lead a small team of external and internal staff, which will be appointed to coordinate all aspects of the RLS programme
- ≡ Be willing and able to contribute positively and flexibility, as might be needed, within a dynamic team

2. RLS Project Officer (2 posts)

Role reports to – RLS Programme Manager

Secondment term – 6 months

Apply by – 27 September (current CV and covering letter)

Start date – Must be available to start from not later than mid October 2019

The successful candidates will be able to demonstrate experience of supporting complex projects and managing aspects of project delivery autonomously. They will bring proven project management experience, be able to demonstrate working on their own initiative when part of a small and fast paced team, and ideally bring some experience of event delivery (though this is not essential). Candidates must be able to demonstrate experience working within multi-stakeholder environments and be familiar with project delivery approaches in this context. The secondment will begin as soon as possible and not later than mid-October, and will expire at the end of March 2020. It is vital that any candidate comes with the support of their employer, and with the ability to begin at short notice.

The Project Officers will:

- ≡ Provide project support for the preparations for the RLS including arranging venues, accommodation and other logistics, such as in-country transport
- ≡ Manage key aspects of the RLS activity as might be assigned – which could include identified budgets, co-ordination of risk plan, updating Summit programme or preparation of reports/presentations
- ≡ Support the co-ordination of regional partner inputs to ensure the success of the conference
- ≡ Lead on the day-to-day management of commissioned contracts – and duties as might be allocated by the RLS Programme Manager. Contracts may include content development, event management and specialist communications support
- ≡ Support the RLS Programme Manager in the identification of new provinces/counties and cities for UK/China relationships, working with regional partners to advance the identification of opportunities
- ≡ Support the development of a summit legacy proposal and evaluation proposal
- ≡ Work effectively and with autonomy, taking responsibility for key work areas within a small team of external and internal staff, which will be appointed to coordinate all aspects of the RLS programme
- ≡ Be willing and able to contribute positively and flexibility, as might be needed, within a dynamic team

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