

Role Description Form

Job Title: Head of Minerva Business Angel Network
 Job Holder(s): New
 Sub Department:
 Department: Science Park
 Responsible to (title and name): Chief Operating Office, Science Park
 Responsible for (title and numbers): Minerva Administration Assistant

Job Purpose: Responsible for the development, day to day management and delivery of all the activities relating to the Network ensuring that the agreed objectives, outputs, outcomes and overall activity both remains FCA exempt and within University and Science Park regulation.

Recruitment of and liaison with Business Angels (High Net worth Individuals) willing to invest c£50k+ pa, into start up and early stage companies to the Network.

Maintenance of a flow of suitable companies for consideration: reviewing, curating and supporting the companies prior to and through their presentations. Working with them and the Network on future funding rounds.

Principal Accountabilities	%
This section contains the same information as the 'Duties and Responsibilities' of the Job Description	
Development and management of the Business Angel Network <ul style="list-style-type: none"> ➤ Responsible for the development, day to day management and delivery of all the activities relating to the Network ensuring that the agreed objectives, outputs, outcomes and overall activity both remains FCA exempt and within University and Science Park regulation. To be delivered on time, within budget. In particular: <ul style="list-style-type: none"> ○ Develop, implement and deliver a robust business plan, including a budgetary Five Year Plan, for Minerva to include identification of opportunities across the University and potential Alumni networks. ○ The leadership, management and relevant support of the High Net Worth Individuals (HNI) and Sophisticated Investors (SI) in the Network ○ Organise and manage relevant network and syndicate events which are at a level suitable for HNI/SI's ○ Plan and implement the development of the Network by working with agreed Universities, Innovation Centres and professional service groups ○ Actively plan and recruit new HNI/SI to the network 	35

Principal Accountabilities	%
<ul style="list-style-type: none"> ○ Ensure the HNI/SI have sufficient knowledge and understanding of the processes and their commitment and liabilities as part of the Minerva network ○ Ensure day to day paperwork and records are maintained for planning, audit and FCA purposes 	
Identification, management and planning of suitable investment company opportunities <ul style="list-style-type: none"> ➤ Ensure there is a strong pipeline of pre-vetted suitable companies which can be presented to HNI through activities and communications including: <ul style="list-style-type: none"> ○ Working with and promoting Minerva at an appropriate level with a range of organisations for example: Councils, LEP's, Government bodies, Innovate UK, Universities, other funding groups, Professional bodies and groups. ○ Acting as gatekeeper to the network. Review companies' suitability following a vetting process, ensuring they can achieve the standards expected if enrolled, ensure documentation is both completed timely and understood. ○ Help and advise companies on the presentation process and agree a timetable. ○ Follow up with companies post presentation – with relevant feedback and if appropriate help facilitate investment mindful of FCA guidelines & limitations for a BAN. ○ Work with the companies once invested; maintaining contact to look at future funding requirements so Minerva can help support this requirement either via the Angel network or through other funding groups ➤ Ensure clear and well defined process underpinning the companies' journey with appropriate metrics to assess performance and refine the delivery process as required. 	35
Promotion, intermediary & partner engagement and marketing <ul style="list-style-type: none"> ➤ Proactively manage the balance between generating company demand for funding and Minerva investors and network ability to deliver the funding while ensuring a timely response to enquiries. ➤ To be personally active in working regional networks, intermediaries, professional service providers and others providing referrals - to stimulate referrals both for Companies and HNI's ➤ Represent Minerva, UWSP and the University in a professional manner promoting the best interests of Minerva and Warwick Engage and be a key focal point for the local SME and Financial community ➤ Responsible for the development and delivery of the marketing for Minerva including developing and up-dating the promotion plan, website and PR activities. ➤ Look for and deliver sponsorship deals with suitable partners, maintain as appropriate 	15
Processes , information flow and reporting <ul style="list-style-type: none"> ➤ To ensure appropriate operational processes and procedures are in place, developing and improving the systems and technology in order to , provide suitable access and information for investors, companies and Minerva Team ➤ Providing relevant activity reports, monthly, quarterly, annually to the University ➤ Ensuring compliance for FCA , data protection and other requirements 	10

Principal Accountabilities		%
Further support activities for Minerva / UWSP <ul style="list-style-type: none"> ➤ Provide support to other Science Park and University related activities supporting Minerva. ➤ Deputise for Chief Operating Officer at meetings, events and reviews as appropriate ➤ Undertake other duties and responsibilities as maybe identified in support of Minerva and its development 		5
Knowledge, Skills and Experience		
This section contains the same information as the Person Specification		
Qualifications	Educated to at least degree level (or equivalent) or track record of appropriate successful achievements in delivering similar activities. Preferable to have an MBA.	
Professional Qualifications	Desirable to have supporting / relevant qualification in finance, investment or equity funding, MBA or equivalent.	
Previous Experience	<ol style="list-style-type: none"> 1. A proven background in funding or finance for SME's 2. A proven track record of running an investor based, or equivalent, activity 3. Experience of analysing company business plans, understanding what makes a business investable and suitable for Angel investment 4. Preferably experienced and knowledgeable about the Access to Finance sector of the local region 5. Proven record of operating at a senior level within a complex and demanding environment, ideally within the tech/knowledge intensive sectors 	
Knowledge and Skills	<ol style="list-style-type: none"> 1. A thorough understanding of how small businesses operate (turnover from zero to £20m) and an understanding of the financial and innovation challenges faced by them. 2. Ability to decide on suitability of companies for Angel investment and if additional resources / specialists are required to assess the opportunities (to include the Investor network) 3. Detailed knowledge of how financial instruments work 4. Well-developed IT skills including the use of the Microsoft Office Suite 5. Excellent organisational skills, including the ability to plan and prioritise work effectively 6. Effective networking and partnership skills including an ability to influence and negotiate outcomes and new working relationships. 7. Strong communicator with good interpersonal skills including an ability to address and influence a wide range of people including: directors, business owners/ leaders, partners, HNI, entrepreneurs etc. 8. Demonstrable personal resilience, able to handle ambiguity and complexity and with determination and drive to achieve the best possible results in the role, creating and exemplifying a positive attitude and culture. 	

Principal Accountabilities											%
		9. Proven ability to think critically, providing clear analysis and diagnosis and able to convincingly describe and present a range of options quickly and within context.									
Other Information		<ul style="list-style-type: none"> ➤ Ability to work outside normal hours on occasions ➤ Able to manage a project through all of its stages from inception to closure. ➤ Able to work both independently and as a member of a team 									
Dimensions											
Operational		Management of 160+ HNI's and over 60 existing investee companies, increasing at 8-10 pa. Handling 200+ enquiries annually with probably detailed engagement with 50% generating 40 – 50 opportunities a year for consideration									
Financial		Maintain the average 10 new investments achieved each year which with follow on funding rounds is c10 completions and total average Investment by members is £1.2m pa. The target is to double syndicate investment to c£2.5m in 5 years by increasing number of investments made or quantum raised.									
Staffing – Supervision Given		Admin assistant									
Staffing – Supervision Received		Monthly review meeting and daily/weekly informal as required									
Planning and Organising											
What is the furthest ahead the job has to plan?											
Daily		Weekly		Monthly		Quarterly		Annually	x	Longer	
Which Principal Accountability does this relate to?		Budget and development of relationships with HNIs, companies and all other stakeholders input into 5 year plans									
Please provide an example of the work the post plans in advance (using the longest timescale).											
The planning and building of relationships with a range of parties over at least a yearly cycle to develop the deal flow and introduction of HNI and maximise a consistent level of delivery of the five year plan											
Communication											
<ul style="list-style-type: none"> - Minerva team - Other UWSP and University staff - HNI's / Network - Companies / CEO's / MD's / Owners 											

Principal Accountabilities		%
<ul style="list-style-type: none">- External Partners- External regional and national networks		
Decision Making		
Typical Decision	Assessment and review of a company for suitability for presentation to network of HNI – acts as gatekeeper to maintain current very high level of success. Ability to say no to a company under pressure without upsetting the company.	
Most Complex Decision	Balancing the needs of the HNI's in a group with significantly varied interests and ensuring they are well served within the syndicate (lead investors nominated, appropriate companies presented, chairman of the group)	
Supplementary information		
Special circumstances	The role will require the ability to travel around the region, London and further afield to support various Minerva activities. Ability to support events that will be outside normal business hours and very occasionally at weekends.	

Signatures:	Signed	Printed
Head of Department	-----	-----
Line Manager	-----	-----
Job holder	-----	-----