



**Position:** Programme Development Specialist

**Company:** Branson Centre of Entrepreneurship-Caribbean

**Duration:** Individual Consultancy

**Reports to:** Head of Programmes and Strategic Partnerships

**Location:** Kingston, Jamaica (with potential for regional and international travel)

### **Position Summary:**

The Programme Development Specialist will play a crucial role in the design, development, and delivery of entrepreneurial training Programmes focused on climate resilience, women founders, and sustainable business practices. Working closely with the Head of Programmes and Strategic Partnerships and other key team members, this role will focus on building comprehensive Programmes that address the unique needs of entrepreneurs in the Caribbean, while aligning with sustainability and climate-focused goals.

### **Key Responsibilities:**

#### **Programme Design and Development:**

- Collaborate with the Head of Programmes and other stakeholders to design and implement training modules, workshops, and bootcamps that focus on areas like climate resilience, clean energy, sustainable agriculture, and climate finance.
- Develop Programme curricula aimed at building entrepreneurial skills, with a focus on sustainability, investment readiness, and business scalability.
- Ensure that the design of the Programme addresses the needs of diverse groups, including women and climate-focused entrepreneurs.
- Stay informed on global trends in entrepreneurship, climate resilience, and sustainable business practices to ensure Programme relevance and innovation.

#### **Programme Execution:**

- Lead the execution of all accelerator Programmes, ensuring high-quality delivery and impactful learning experiences for participants.
- Lead the recruitment and selection of Programme participants, with a focus on climate and women founders, ensuring the pool of participants meets Programme objectives.
- Collaborate with the Climate Specialist and other experts to deliver workshops and mentorship that focus on building sustainable and climate-focused business models.
- Manage logistics, including scheduling, resource allocation, and partnerships with external stakeholders and facilitators to ensure smooth Programme execution.

#### **Entrepreneur Support and Mentorship:**

- Provide one-on-one support to entrepreneurs, focusing on refining their business models, increasing their sustainability practices, and preparing for investment.
- Support participants in the creation and evaluations of pitch decks and business proposals, helping them secure funding from investors, especially those focused on climate and sustainability.



- Ensure that mentorship Programmes are aligned with the goals of the entrepreneurs, providing them with access to a network of climate and business mentors.

#### **Monitoring, Evaluation, and Reporting:**

- Develop and maintain KPIs to monitor the success of Programmes, including participant progress, investment outcomes, and the environmental impact of entrepreneurs.
- Regularly assess the outcomes of the Programmes, including metrics such as business growth, investment raised, and product/service deployment.
- Collaborate with the Communications Specialist to develop impact reports that highlight the success and broader impact of the Programmes for stakeholders.

#### **Partnership and Community Engagement:**

- Establish and maintain relationships with key ecosystem players (governments, NGOs, businesses) to support the Programme's growth and success.
- Represent the organization at entrepreneurial and climate-related events, advocating for climate-focused business models and sustainable development.
- Organize networking events, webinars, and forums to provide entrepreneurs with access to industry experts, investors, and other relevant stakeholders.

#### **Fundraising and Consulting Support:**

- Contribute to the preparation of proposals for climate-related consulting projects, helping to secure additional revenue streams for the organization.
- Support efforts to generate revenue through climate-related initiatives, ensuring alignment with strategic goals and Programme sustainability.

#### **Qualifications & Experience:**

- Bachelor's degree in Business Administration, Accounting, Finance, Marketing, Programme Development, or related fields.
- Minimum of 3-5 years of experience in Programme development, entrepreneurship, or business acceleration.
- Proven experience in designing and delivering training Programmes, with a focus on sustainability or climate-related topics.
- Familiarity with climate finance, investment readiness, and entrepreneurship ecosystems.

#### **Direct Skills Required:**

- Programme Development: Strong understanding of the principles of business acceleration, with the ability to design and implement impactful Programmes.
- Training & Facilitation: Experience in delivering training and facilitating workshops, particularly in the areas of entrepreneurship and climate-focused ventures.
- Project Management: Ability to manage multiple stakeholders and oversee complex Programme logistics.
- Entrepreneur Support: Experience in providing mentorship or support to early-stage businesses, particularly with a focus on scaling and securing investment.



- Research & Analysis: Ability to stay informed on industry trends and apply research findings to Programme development.
- Communication Skills: Strong written and verbal communication skills, with the ability to present to stakeholders and report on Programme success.

#### **Personal Characteristics:**

- Warm and Approachable - excellent interpersonal skills to build relationships with entrepreneurs, stakeholders and team members
- Passionate about Entrepreneurship - genuine interest in supporting and developing entrepreneurs and possesses an entrepreneurial mindset
- High Energy and Enthusiasm - comfortable working with varying workloads and keeping a positive attitude in a dynamic setting
- Detail-Oriented - highly attentive to detail in Programme execution and evaluation
- Active Listener - able to synthesize complex information and provide relevant feedback
- Analytical Thinker: Capable of assessing complex Programme challenges and developing practical solutions for entrepreneurs.
- Structured Problem-Solver - capable of applying logical and structured approaches to challenges both for the entrepreneurs and BCoEC
- Collaborative: Able to work effectively with diverse teams, partners, and stakeholders.
- Dynamic and Flexible - comfortable adapting to a fast-paced and evolving work environment
- Quick Learner - able to rapidly grasp new concepts, tools, and processes
- Able to Travel - ability and willingness to travel as needed for local, regional and international engagements and events

#### **Working Conditions:**

- Hybrid work environment with flexibility to work remotely and in-office as needed.
- Ability and Willingness to travel regionally and internationally for Programme delivery, events, and partnerships.

**If you would like to be considered for this position,**

**please send your CV and cover letter**

**by [Wednesday, January 22, 2025](mailto:people@bransoncentre.co) to [people@bransoncentre.co](mailto:people@bransoncentre.co).**