



# Exeter Initiative for Science and Technology Chairperson Vacancy

## Introduction

The **Exeter Initiative for Science and Technology** (ExIST) is a sub-group of Exeter Chamber of Commerce and Industry. The Initiative was founded in June 2011 by a group of business leaders from Exeter and the surrounding area. The Initiative aims to optimise interaction between organisations (business, academic, and schools) with interests in science, technology, engineering, mathematics, and medicine (STEMM), to increase awareness of Exeter as a centre for science and technology, to build relationships between education at all levels and businesses, and to encourage investment in all STEMM organisations in the region. The facilitatory role that ExIST has played over the past six years has resulted it becoming the recognised and independent voice of the STEMM sector in our region.

Since its inception, ExIST has organised some thirty public events (the ExIST Quarterly Meetings), run a full day national conference on data and agri-tech, and launched a comprehensive website. More recently it has produced '*Insight*', a now quarterly STEMM-focused print and online publication.

The City itself has seen major investment and growth in STEMM over recent years with Exeter Science Park about to break ground on its third building, the University recently opening a major new facility for research collaboration – its Living Systems Institute, and the Met Office building and hosting Europe's biggest supercomputer dedicated to weather and climate science.

## The Role

ExIST is seeking a new chairperson, to further develop the organisation and to take it forward by championing, facilitating, and supporting the science and technology sectors. The individual must have a strong STEMM-business background and a passion for science and technology.

The role is unpaid, and applicants should be prepared to allocate between one and two days per month.

The chairperson is supported by an enthusiastic and engaged voluntary steering group of organisation representatives, paid administrative support providing PR, marketing, and event organisation services, and by the Exeter Chamber of Commerce and Industry.

## Job Description

- Develop ongoing strategy for ExIST;
- Continue to develop Exeter's profile as the home for STEMM in the South West and to raise its profile throughout the UK;
- Lead the volunteer steering group and work with One Voice Media on PR, marketing, and event organisation, including website management, production of '*Insight*', social media, and digital communications;
- Seek individuals and/or resource to lead sponsorship activities, event speaker liaison, and mentoring;
- Continue to develop the profile for the Initiative, and to maintain the significant brand already established;
- Develop programme of activities in support of ExIST aims;
- Increase awareness of STEMM in Exeter by building on the existing activities;
- Represent ExIST specifically, and STEMM generally, within a number of other organisations including: Exeter Chamber of Commerce, Exeter Science Park, Exeter City Futures, South West Manufacturing Group, Innovation Exeter, and Tech Exeter and other STEMM initiatives;

- Represent the STEMM community when meeting major businesses looking to relocate to Exeter;
- The successful applicant will be invited to be a Chamber Council member / company director.

### Commitment

The new Chair should be prepared to dedicate 1-2 days per month as follows:

- 2-3 hrs *per* month for Steering Group meetings
- 2-3 hrs *per* quarter for Quarterly Meetings
- 1-2 hours *per* month to represent ExIST at Exeter Chamber board meetings
- Planning support for Quarterly Meetings
- Planning support for '*Insight*'
- Involvement with other local STEMM activities

To apply or to find out more about the role, please send your CV and a covering letter to Lisa Vanstone – [lisa@onevoicemedia.co.uk](mailto:lisa@onevoicemedia.co.uk)

Visit [www.existexeter.co.uk](http://www.existexeter.co.uk) for more information. The 2016/2017 ExIST Activity report can be read here: <http://bit.ly/ExISTSummaryReport1>