

JOB DESCRIPTION

Job Title:	Enterprise Adviser	Grade:	SG6
Department:	Greenwich Business School Professional Services	Date of Job Evaluation:	N/A
Role reports to:	Head of Enterprise & Innovation (Greenwich Business School)	SOC Code	N/A
Direct Reports	N/A		
Key Contacts	<ul style="list-style-type: none"> • Generator team • GRE • Students • Employability team • Academic staff from all faculties 		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

The Enterprise Adviser delivers a range of activities designed to help students and graduates to develop entrepreneurial skills and to start and grow new ventures.

The role-holder will provide direct support to student entrepreneurs via 1-1 appointments and workshops delivered as part of the Generator's annual competition the Enterprise Challenge, which attracts over 100 applicants each year.

The role will suit somebody with a keen interest in entrepreneurship who has experience of either running their own business or projects (and who might want to use the part-time hours of this role to continue working on their own projects on the side), or who has experience of supporting businesses via training and education programmes.

Key responsibilities include:

- Managing a range of events and activities as allocated by the Head of Enterprise & Innovation, with the support of the Generator team.
- Preparing and monitoring budgets to ensure event costs don't exceed budget.
- Supporting student and graduate entrepreneurs via 1-1 appointments.
- Managing funding rounds to allocate bursaries to entrepreneurial students.
- Organising and delivering enterprise workshops as part of the annual Enterprise Challenge competition.

- Delivering in-curricular guest lectures and workshops.
- Engaging with the external business community via events and activities.
- Recruiting and retaining a team of entrepreneurial mentors who support events on a voluntary basis.

KEY ACCOUNTABILITIES:**Team Specific:**

- Work closely with the Generator team to deliver a range of activities, leading on events as designated by line manager.
- To develop and deliver enterprise support in multiple formats including 1-1 appointments, workshops and lectures.
- Provide effective events management, delegating work to team members as appropriate and providing feedback on their work.
- To develop and maintain a customer relationship management system to monitor and grow the mentoring programme.
- Communicate outcomes from activities clearly in reports and promotional articles as guided by line manager.
- Build relationships with other university teams and academic staff to expand the reach of the Generator.
- To manage and report on budgets providing timely information to line manager.
- To work with other faculties, academics, central teams and external guests to develop a network of supporters for the enterprise programme.
- Contribute to other Generator activities as guided by the Head of Enterprise and Innovation.

Generic:

- Promote and enhance the faculty and organisation reputation.
- Pursue relationships with colleagues outside of the University in the areas of enterprise and entrepreneurship.
- Contribute to robust evaluation of activities that can be used to contribute to university level reporting.

Managing Self:

- Good communication skills.
- Able to build good relationships with a variety of stakeholders.
- Work to deadlines and event schedules.
- Ability to work well with others and to lead a variety of internal and external stakeholders.
- Manage own time and daily work tasks.

- Work independently and as part of a team.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Greenwich Business School delivers the required level of service.

- Must be able to work occasional weekends and evenings in return for time off in lieu (approximately 4 weekends per year).
- Any other duties appropriate to the post and grade.

KEY PERFORMANCE INDICATORS:

- Events are on time and within budget.
- Student feedback following 1-1s and workshops is positive, and their objectives are met.
- The number of students engaging with the Generator continues to grow.
- A network of mentors is continuously expanded.
- The number of academic staff engaged with Generator activities continues to grow.

KEY RELATIONSHIPS (Internal & External):

- Generator team
- GRE
- Students
- Employability teams

- Academic staff from all faculties
- External project partners
- Colleagues across the HE sectors in related fields

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of organising and managing events, both online and offline. • Experience of designing and delivering workshops/ presentations. • Experience of tracking and reporting on budgets. • Experience of working to deadlines and managing own time. • Experience of working in an enterprise or employability context. <p>Skills</p> <ul style="list-style-type: none"> • A confident presenter who can communicate effectively with a wide range of audiences. • Excellent writing skills including copywriting and report writing. • Strong interpersonal skills. <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to a degree level. <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working within Higher Education. • Experience of setting up a new business or social enterprise, or of exploring a new business idea via a competition or training programme. • Experience of delivering 1-1 guidance to clients. • Experience of delivering enterprise training using design thinking methodology. <p>Skills</p> <ul style="list-style-type: none"> • N/A <p>Qualifications</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A

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