

## JOB DESCRIPTION

**Job Title:** Enterprise & Events Adviser

**Grade:** SG6

**Department:** Greenwich Business School Professional Services

**Responsible to:** Head of Enterprise & Innovation

**Responsible for:** N/A

**Key Contacts:** Generator Team, GBS Events and Marketing Team, Estates and Facilities Management, ECS.

**Standard Occupational Classification (SoC code):** N/A

**Non-Contractual Nature of Role Profile:** 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.

### PURPOSE OF ROLE

The Generator is the university's student enterprise centre that helps over 1000 student and graduates each year to develop entrepreneurial skills, launch new ventures, and access funding and support networks.

The purpose of this role is to facilitate the development and growth of the wide array of activities the Generator delivers by providing events management, operational support and direct student support via workshops and appointments.

### KEY ACCOUNTABILITIES

#### Team Specific:

- Coordinate the Tier 1 Start Up Visa monitoring process, conducting quarterly 1-1 review meetings and maintaining records for auditing purposes.
- Develop and deliver impactful entrepreneurship learning activities in multiple formats including 1-1 appointments, student mentoring, workshops and lectures.
- Provide effective events management to ensure the high quality and viability of Generator events, delegating logistical tasks to the Enterprise and Events Assistants as required.
- Support the venue management of Cooper Powerhouse as an events space and co-workspace, delegating logistical tasks to the Enterprise and Events Assistants as required.

- Coordinate student bursary and prize funding awards with the finance team to ensure recipients are paid in a timely fashion and budgets are reported on accurately.
- Contribute to the smooth running of the team's financial processes by setting-up and paying suppliers, purchasing team equipment and maintaining accurate reports on spend.
- Coordinate the collection and analysis of key data evidencing the impact of our programmes for use in internal and external reports (e.g. the HE-BCI survey and Small Business Charter).

**Generic:**

- Act as an advocate for the Generator and the wider university by attending relevant conferences and networking with external colleagues in the areas of enterprise and entrepreneurship.

**Managing Self:**

- Able to build good relationships with a variety of stakeholders.
- Able to manage own time and to meet deadlines.
- Able to work independently as well as contributing to 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 the Greenwich Business School delivers the required level of service.

## **PERSON SPECIFICATION**

### **EXPERIENCE:**

#### **Essential Criteria**

- Experience of organising and managing events, both online and offline.
- Experience of designing and delivering workshops or presentations.
- Experience of working to deadlines and managing own time.
- Experience of tracking and reporting on budgets.

#### **Desirable Criteria**

- Experience of working in Higher Education.
- Experience of working in an enterprise or employability context.
- Experience of providing 1-1 guidance or coaching support to customers/ service users.
- Experience of delivering enterprise training using design thinking methodology.
- Experience of entrepreneurship.

### **SKILLS:**

#### **Essential Criteria**

- A confident presenter who can communicate effectively with a wide range of audience
- Excellent interpersonal skills.
- Excellent IT skills.
- Excellent attention to detail.

#### **Desirable Criteria**

- N/A

### **QUALIFICATIONS:**

#### **Essential Criteria**

- Undergraduate degree in any field or relevant professional experience.

#### **Desirable Criteria**

- N/A

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

- N/A