

## JOB DESCRIPTION

<b>Job Title:</b>	Enterprise Adviser	<b>Grade:</b>	SG6
<b>Department:</b>	Business School	<b>Date of Job Evaluation:</b>	July 2022
<b>Role reports to:</b>	Head of Enterprise and Innovation (Faculty of Business)		
<b>Direct Reports</b>	N/A		
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 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.
- Recruiting and retaining a team of entrepreneurial mentors who support events on a voluntary basis.
- Supporting the recruitment and monitoring process of the university's graduate Start Up Visa programme, assisted by the Enterprise Officer.

**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:**

- Must be able to work occasional weekends 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 sector in related fields

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of organising and managing events, both online and offline.</li> <li>• Experience of designing and delivering workshops/ presentations.</li> <li>• Experience of tracking and reporting on budgets.</li> <li>• Experience of working to deadlines and managing own time.</li> <li>• Experience of working in an enterprise or employability context.</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• A confident presenter who can communicate effectively with a wide range of audiences.</li> <li>• Excellent writing skills including copywriting and report writing.</li> <li>• Strong interpersonal skills.</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working within Higher Education.</li> <li>• Experience of setting up a new business or social enterprise, or of exploring a new business idea via a competition or training programme.</li> <li>• Experience of delivering 1-1 guidance to clients.</li> <li>• Experience of delivering enterprise training using design thinking methodology.</li> </ul> <b>Skills</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Qualifications**

- Educated to degree level.

**Personal attributes**

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

**Qualifications**

- N/A

**Personal attributes**

- N/A