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| **SECTION A: THE ROLE** | |
| **Job Title:** | **Student Enterprise Adviser 0.4 FTE (14 hours per week)** |
| **Institute/Service:** | **Careers and Employability Service, Student Services** |
| **Job Grade:** | Grade 06 |
| **Job Family:** | Services |
| **Job Location:** | Carlisle or Lancaster |
| **Responsible To:** | **Careers team manager** |
| **Role Purpose:** | |
| The Enterprise Adviser post supports the development and delivery of university-wide student and graduate enterprise activity and is a point of contact within the University for business start-up activity liaising closely with key stakeholders such as academic and professional services colleagues, professional bodies other providers and employers.  The Adviser will deliver support for individuals and groups of students and graduates interested in developing enterprise skills or setting up and running a business and liaise with external organisations to create activities, events and opportunities.  The post has responsibility for engaging students, monitoring/tracking business start-up activity and submitting relevant data returns. | |

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| **SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES** | |
| **Please list no more than 6 key objectives, principal duties, tasks or areas of responsibility that this role will focus on.** | |
| **1.** | Be a point of contact within the University for entrepreneurship activity, reporting to relevant committees and liaising with internal and external stakeholders. |
| **2.** | Deliver innovative entrepreneurship and business start-up student support activities including one-to-one specialist advice/coaching sessions, workshops, training and events for students and recent graduates remotely and on campus. This involves engaging audiences and presenting information using relevant learning technology on topics including market research, business planning, finance, and marketing. |
| **3.** | Be responsible for administration and data management for enterprise activity including evaluation, survey creation, engaging with students, graduates and staff and monitoring activity, reporting and delivering statutory returns. This involves researching, collating, organising and editing material for inclusion in reports and other documents. |
| **4.** | Create and manage relevant resources on start-up and entrepreneurship for staff and students including print and online materials such as guides, films, blogs, and podcasts. |
| **5.** | Proactively liaise with academic staff and professional services colleagues e.g. Professors of Practice to coordinate and promote entrepreneurship and business start-up activity across the University with students and staff in order to increase awareness of both the opportunities available and their value for employability. This includes using a range of communications channels including social media. |
| **6.** | Liaise with external local and national stakeholders and bodies e.g. Cumbria Chamber of Commerce, Enterprise Educators UK. |

**Additional Information:**

You may on occasions and in line with operational needs:

* Be required to work different hours including at weekends/evenings;
* Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University’s intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder’s obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

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| **Criteria for Grade 6**  **Role Title: Student Enterprise Adviser** | **Essential/**  **Desirable** | **To be identified by:** |
| **Qualifications**  Educated to RQF Level 3 (A Level, Scottish Higher or equivalent) or equivalent experience.  Educated to RQF Level 6 (degree level or equivalent) or equivalent experience.  SFEDI qualification or working towards one. | Essential  Desirable  Desirable | Application Form  Application Form  Application Form |
| **Experience**  Previous experience in a relevant role dealing with administrative and information management systems and understanding business start-up and entrepreneurship terminology.  Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job. | Essential  Desirable | Interview  Interview |
| **Knowledge, skills and abilities**  Able to apply a detailed understanding of business start-up/student entrepreneurship and its underlying principles, to act as a main point of contact.  Strong organisational and event management skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements within business start-up/entrepreneurship, using initiative and judgement with limited recourse to others.  Excellent written and verbal communication skills working with a wide range of stakeholders.  Skills to research collate and edit material for inclusion in reports/other documents.  Well-developed analytical/problem solving capability to perform detailed analysis of information and identify issues to support decision making.  Ability to provide detailed guidance, coaching, and instruction to develop the knowledge and skills of students and recent graduates relating to business start-up.  Ability to research, prepare and deliver group activity including presentational and workshops to a wide range of audiences, face to face and online.  Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology e.g. Office 365, social media platforms.  Professional approach to work and work colleagues and an ability to work independently and show initiative. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | Supporting statement/ Interview  Supporting statement/ Interview  Supporting Statement/ Interview  Interview  Interview  Supporting Statement/ Interview  Supporting Statement/ Interview  Supporting Statement/ Interview  Interview |
| **Other**  Commitment to the [strategic plan and values](https://www.cumbria.ac.uk/media/university-of-cumbria-website/style-assets/landing-pages/strategic-plan/uoc-strategic-plan-2017-2020.pdf) of the University especially in relation to equality of opportunity at work and a healthy and safe working environment. | Essential | Interview |