

Graduate Enterprise Manager (London)

Job Ref: REQ180564

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Established in October 2017, Loughborough Enterprise Network (LEN) brings together the extensive programme of events, competitions, specialist advice and training provided to support London-based graduates interested in developing enterprise skills or setting up and running a business. As a key member of the Network this role provides an exciting opportunity to inspire engagement in enterprise and entrepreneurship and ensure graduates develop the crucial skills, expertise and knowledge required to make their businesses fly.

Job Description

Job Grade: Management and Specialist – Grade 7

Job Purpose

- To act as the crucial first point of contact for graduates interested in developing or already running a business offering specialist advice, training and coaching.
- To design, develop and deliver an innovative graduate support programme, including an online resource package.
- To manage the operations of The Studio, Loughborough London's Graduate Commercialisation incubator.
- To significantly increase the number of graduate businesses at Loughborough London.
- To act as an effective ambassador for Loughborough Enterprise Network

Job Duties

- To act as the first point of contact for graduates wishing to set up or already running a business offering specialist business advice, training and coaching both in group sessions, 1:1 appointments and drop-in clinics.
- Establish and manage the operations of The Studio, Loughborough London's Graduate Commercialisation incubator.
- Contribute to, inform and deliver the graduate enterprise strategy as defined by the Head of Student and Graduate Enterprise.
- Design and deliver a comprehensive programme of workshops, training and networking events both to small and large groups of graduates demonstrating strong organisational and event management skills.

- Employ fresh and creative strategies to support and train graduates in their business start-up journey including print and online materials, workshops, competitions and other events.
- Write, develop and evolve a comprehensive suite of online resources to support graduate entrepreneurs.
- Proactively identify and secure opportunities for graduates to access wider support from the local, regional and national communities. Adopting a forward-thinking approach to ensure graduates receive the very best support.
- A passionate ambassador for enterprise and entrepreneurship working with partners across campus to increase the interest, desire and capability to set up and run successful businesses as well developing awareness around the commercial desirability of enterprise skills.
- In partnership with the Marketing team, devise high quality advertising materials and marketing campaigns by exploiting social media and wider networks to effectively promote the graduate enterprise offer.
- Effectively record and monitor quantitative data to accurately capture unique engagement in the graduate enterprise programme.
- To coordinate the business start-up component of the Tier 1 (Graduate Entrepreneur) visa application process ensuring adequate supervision, mentoring and coaching for successful graduates in line with Home Office requirements.
- Support the Head of Student and Graduate Enterprise in bidding for funding opportunities so that graduate enterprise activities can be further developed and enriched by collaboration with other universities/organisations.
- Work in partnership with the Loughborough-based Graduate Enterprise Manager to ensure a seamless offer and joint opportunities between Loughborough's two campuses.
- Support the wider Loughborough Enterprise Network where required and maintain excellent relationships with key partners with the Network, including the Students' Union.
- Provide support as appropriate and on request to the wider Enterprise Office.

Other

- To undertake any other duties which may reasonably be required by the Head of Student and Graduate Enterprise or nominee that are commensurate with the nature and grade of the post
- This role will require some flexibility in working hours. Out of Hours/Evening work with notice will be required.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Student and Graduate Enterprise.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	<ul style="list-style-type: none"> Extensive experience of entrepreneurship education and training. 	1,2,3
	<ul style="list-style-type: none"> Substantial experience in starting up or assisting a new business venture. 	1, 3
	<ul style="list-style-type: none"> Significant experience of devising and delivering workshops and training events to small and large groups of people. 	1,2,3
	<ul style="list-style-type: none"> Substantial project and event management experience. 	1, 3
	<ul style="list-style-type: none"> Experience of working within a fast paced, proactive and client/student focused team. 	1, 3
	<ul style="list-style-type: none"> Experience devising and developing innovative marketing campaigns and resources. 	1,2,3
	<ul style="list-style-type: none"> Experience of creating and developing a range of online and paper copy resources. 	1,2,3
Skills and abilities	<ul style="list-style-type: none"> A creative and innovative approach – identifying novel and fresh ideas. 	1,2, 3
	<ul style="list-style-type: none"> Proven exceptional organisational, project and event management skills. 	1, 3
	<ul style="list-style-type: none"> Proven ability to work flexibly, independently and as part of a team. 	1, 3
	<ul style="list-style-type: none"> Excellent time management skills with the ability to effectively prioritise workloads to provide a professional and responsive support service. 	1, 3
	<ul style="list-style-type: none"> Ability to prioritise workload, work to deadlines, and use initiative where appropriate. 	
	<ul style="list-style-type: none"> Ability to act with discretion and to maintain confidentiality. 	1, 3
	<ul style="list-style-type: none"> Ability to effectively mentor and coach graduates. 	1, 3
	<ul style="list-style-type: none"> Able to effectively market and promote services creatively and with impact. 	1, 3
	<ul style="list-style-type: none"> Outstanding written and verbal communication skills including the ability to deliver training to large groups. 	1, 3
	<ul style="list-style-type: none"> Devise, implement and evaluate complex projects. 	1, 3
	<ul style="list-style-type: none"> Excellent relationship management and influencing skills. 	1, 3
Qualifications/ Training	<ul style="list-style-type: none"> A degree or equivalent level professional qualification. 	1, 3
	<ul style="list-style-type: none"> A relevant qualification related to coaching and / or 	1, 3

	experience of coaching.	
	<ul style="list-style-type: none"> A willingness to undertake further training as appropriate and to adopt new procedures as and when required. 	1, 3
Other	<ul style="list-style-type: none"> Willingness to work flexibly including some evening and weekend work with notice as required. 	1, 3
	<ul style="list-style-type: none"> Able to travel in the UK. 	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	<ul style="list-style-type: none"> Experience working with young people in a training, coaching and delivery environment. 	1, 3
	<ul style="list-style-type: none"> Experience of working in a Higher Education environment. 	1, 3
Skills and abilities	<ul style="list-style-type: none"> Understanding of contract development, negotiation and Intellectual Property. 	1, 3

Conditions of Service

The position will normally be made on a FULL-TIME basis and is OPEN-ENDED. For the right candidate consideration will also be given to PART-TIME working.

Salary will be on Management & Specialist Grade 7, £39,992-£47,772 per annum, at a starting salary to be confirmed on offer of appointment. Plus £3,085 per annum, London Allowance. This position will be based at the London campus.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Charlie Wheeldon, Head of Student and Graduate Enterprise, by email at C.Wheeldon@lboro.ac.uk or by telephone on 01509 228834

Applications

The closing date for receipt of applications is Tuesday 21st August 2018. Interviews will be held on Wednesday 12th September 2018.