Student Enterprise Manager

**Department:** Careers and Placements, Student and Academic Services

**Hours of work:** Full Time / 37 hours per week

**Contract type:** Open

**Salary:** £34,308 - £42,155 a year / Grade 6
Main purpose of the role

This role raises awareness of, develops, delivers and facilitates access to the student enterprise programme of activities within Careers and Placements and more broadly through initiatives such as the University’s Enterprise Works. You will design and deliver a range of enterprise activities involving academic colleagues, external partners and alumni. You will meet prospective entrepreneurs and help them evaluate their ideas, identifying potential sources of assistance to help them refine or abandon concepts. You will support students with serious intent to access funding, advice, coaching and business space. The role contributes to student employability and also plays a wider role in the development of an entrepreneurial culture for the University and the wider community.

Key responsibilities

1. Role Specific Responsibilities

   - With the support of the Head of Student Opportunities, deliver a programme of Enterprise events and activities, to support students at differing stages of confidence in Enterprise, from idea generation through to launching and scaling their start up.
   - Design and deliver face to face and online learning around enterprise, primarily to University of York students but also to other stakeholder groups.
   - Conduct and facilitate Enterprise appointments to help potential student entrepreneurs to review and develop their ideas and direct to sources of support based on a thorough understanding of the concepts and practice of business start up.
   - Manage and monitor the impact of funding provided to student entrepreneurs, via tools such as our Proof of Concept fund and the Summer Accelerator programme.
   - Manage the academically accredited Year in Enterprise module, involving supervision of student participants and the allocation of supporting resources.
   - Provide the secretarial functions to Venture One, the University’s presubscription fund, reporting to the Operations Group and also an External Board.
   - Work collaboratively with other stakeholders within the University, notably Enterprise Works, Phase One, Alumni Office and the student enterprise societies to develop the profile and breadth of student enterprise at York.
   - Oversight of contracted support for Student Enterprise, monitoring, value for money and impact.
   - Implementing marketing activities to engage student audiences with enterprise activities, to include social media and web page management.
   - Monitor and report on activities, to meet funding requirements and to inform the continuous improvement of our offer.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

   - Oversee a responsive and proactive support service to ensure service expectations are met.
   - Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
● Contribute to operational leadership teams and decision making to shape the nature and level of support services.
● Implement changes to the design and development of a service.
● Accountable for delivery of a service within a defined area or defined responsibilities.
● Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
● Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
● Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
● Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
● Ensure the review and improvement of systems and procedures in line with University frameworks.
● Review internal and external practice to identify opportunities for future improvements or efficiencies.
● Apply expertise to identify, understand and propose resolutions for issues or problems.
● Proactively identify opportunities for building personal knowledge and skills for self and others.
● Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
● Provide advice to stakeholders in relation to complex policies, procedures and regulations.
● Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
● Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
● Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
● Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication
● Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
● Build relationships and networks internally and externally to build and update knowledge and skills.
● Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight
● Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
● Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
● Contribute to the creation or development of policy and procedures to take account of internal and external changes.
● Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

● Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
● Plan and manage longer term programmes of work, monitoring progress as required.
● Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Has an understanding of, and enthusiasm for, the concepts and practice of business start up</td>
<td>Essential</td>
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<tr>
<td>Has the ability to enthuse students about enterprise and support them in bringing their ideas to life</td>
<td>Essential</td>
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<tr>
<td>Confident to plan and deliver teaching, workshops and events</td>
<td>Essential</td>
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<tr>
<td>Sensitive and empathetic to individual needs and able to assist students in reviewing and learning from their enterprise experience</td>
<td>Essential</td>
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<tr>
<td>National or international trends in enterprise and enterprise education</td>
<td>Desirable</td>
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</tbody>
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**University of York Person Specification for Grade 6**

### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please view the full list). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

- Lead projects                                                        | Essential |
- Gather, analyse, interpret and report complex data/information       | Essential |
- Use digital technologies including Google applications and/or Microsoft Office | Essential |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential |

### Behaviours:

- Works collaboratively with others                                   | Essential |
- Delivers a quality service                                         | Essential |
- Develops self and others                                           | Essential |
- Actively champions respect, inclusivity, equality and diversity     | Essential |
- Identifies and implements continuous improvement                    | Essential |