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| JOB DESCRIPTION  |
| **JOB TITLE** | Student and Alumni Enterprise Manager |
| **REPORTING LINE** | Head of Employer Engagement |
| **KEY INTERNAL CONTACTS** | * Employability Team
* Academic Director (Quality and Employability)
* Academic Leads (Employability)
* Marketing team
* ARU AREA team members who work on Enterprise and Self Employment
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| **KEY EXTERNAL CONTACTS** | * London-based, regional and national business leaders and enterprise-networked communities
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| **OVERALL JOB PURPOSE** | * To design, develop, manage and deliver an engaging enterprise support programme for students and alumni
* To promote enterprise activities
* To act as the first point of contact for students and alumni
* To establish an ARUL Enterprise Hub
* To liaise with key external contacts to facilitate contacts, networks and connections for students and alumni
* To promote enterprise and entrepreneurship education within the curriculum
* To collaborate with Employability Team members and other ARUL colleagues regarding enterprise and enterprise-related matters
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| **KEY RESPONSIBILITIES** | * To act as the first point of contact for students and alumni interested in starting, developing or already running a business, self-employment or freelancing offering specialist advice, training, mentoring and coaching
* To implement the ARU Employment Strategy for enterprise at Employability Team level
* To design, develop, manage and deliver an engaging enterprise support programme of workshops and events, including online resources, materials, competitions and signposting, for students and alumni interested in starting, developing or already running a business, self-employment or freelancing
* To promote enterprise activities to students and alumni ensuring successful recruitment for programmes, workshops and events in partnership with the Marketing team
* To establish an ARUL Enterprise Hub
* To create a business directory
* To build and maintain relationships with external stakeholders
* To liaise with key external contacts to support students and alumni interested in starting, developing or already running a business, self-employment or freelancing
* To facilitate contacts, networks and connections for students and alumni to become successful in their entrepreneurship endeavours
* Liaison with ARU Alumni Officer regarding communications with alumni
* Liaison with ARU AREA team who work on Enterprise and Self Employment
* To work closely with Academic Leads (Employability) in the delivery and promotion of enterprise and entrepreneurship education within the curriculum
* To collaborate with Employability Team members and other ARUL colleagues regarding enterprise matters and enterprise-related matters
* To effectively record and monitor quantitative and qualitative data to accurately capture engagement in the enterprise programme and use to inform and enhance planning and practices and demonstrate impact
* To identify and secure opportunities for students and alumni to access wider support from the London-based, regional and national business communities
* Manage a central enterprise inbox, processing enquiries efficiently and promptly
* Support the Head of Employer Engagement and Academic Director (Employability) in bidding for funding opportunities to develop enterprise activities
* Promote the Graduate Outcome Survey with Employability Team colleagues
* Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and as required by the Head of Employer Engagement and Academic Director (Quality and Employability)

**GENERAL*** Filing documents
* Such other duties temporarily or on a continuing basis, as may reasonably be required, including flexibility in working hours as some out of hours/ evening work will be required.
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| **KPIs** | * Support ARUL’s achievement of KPI and related PIs
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| **EXPERIENCE REQUIREMENTS** | **ESSENTIAL*** Honours degree
* Significant experience of delivering enterprise programmes for students and alumni to become entrepreneurs and facilitate business startups
* Substantial experience in designing and delivering workshops across all startup topics i.e. Business Planning, Marketing, Finance etc
* Evidence of impact in offering sustained high levels of service to students and alumni in enterprise education
* Experience in starting up or assisting a new business venture

**DESIRABLE*** Master’s degree
* Existing network to support objectives
* Experience in running a successful business or similar enterprise initiative
* Experience in social media and communications management of enterprise activities
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| **KNOWLEDGE/SKILLS** | **ESSENTIAL*** Excellent knowledge of the enterprise environment within a Higher Education setting
* Ability to provide advice to students and alumni on a wide range of enterprise activities
* Excellent written and oral communication and presentation skills
* Proven ability to work flexibly, independently and as part of a team
* Very strong organisational and event management skills with the ability to work proactively to identify and resolve problems
* Commitment to and understanding of equality, diversity and inclusion issues within a diverse and multicultural environment
* Ability to manage own time on multiple projects and ability to prioritise own workload to meet deadlines
* Consistent attention to detail
* IT literate with a sound knowledge of key software for enterprise activities

**DESIRABLE*** Ability to understand and present complex quantitative and qualitative data in a variety of formats
* Excellent report and minute writing skills
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| **PERSONAL CHARACTERISTICS** | **ESSENTIAL*** A self-starter, who can initiate improvements, with the tenacity to ensure that all actions are followed through to completion
* Excellent interpersonal skills
* A proactive, enthusiastic and positive student-centred approach
* A demonstrably high level of personal discretion and judgement especially when dealing with sensitive or confidential information
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