

1 Advertisement

Post Title: Enterprise Officer

School/department: Careers and Entrepreneurship (part of the Student Experience Division)

Hours: Full time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 20192

Salary: starting at £ 32,411 and to £36,333 per annum, pro rata if part time.

Placed on: 03 April 2023

Closing date: 24 April 2023. Applications must be received by midnight of the closing date.

Expected interview date: 19 May 2023

Expected start date: As soon as possible.

The University of Sussex is seeking an organised, team-driven Enterprise Officer to support the goals of the University's [World Readiness and Employability Strategy](#) and the mission of the [Careers and Entrepreneurship Team](#): to ensure all Sussex students are 'world ready' on graduation.

With an interest in student entrepreneurship and entrepreneurial skills development, the Enterprise Officer will contribute to an effective entrepreneurship offer, promoting the creation of student and graduate startup businesses, and the development of student entrepreneurial skills.

Demonstrable enthusiasm for supporting students from diverse backgrounds is essential.

Key responsibilities

- Support the Entrepreneurship Manager in developing, delivering and promoting a programme of activities to facilitate student and graduate entrepreneurship
- Work with students to co-create an inclusive student entrepreneurship offer, helping to continuously improve programme content and student engagement, particularly from underrepresented groups
- Deliver one-to-one and group support to students interested in developing entrepreneurial skills, and testing out ideas for new ventures
- Maintain relationships with key stakeholders to facilitate the student entrepreneurship offer

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. Context

Senior leadership and management

The Vice-Chancellor (Professor Sasha Roseneil) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. She is supported by an executive group which includes the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Chief Operating Officer, and the Librarian reports to one of the Pro-Vice-Chancellors.

The Student Experience Division

The University is committed to delivering an outstanding experience for all students.

Led by the Director for the Student Experience, a transformational programme of work is underway to support this commitment. This will include a reconfiguration of services supporting the student experience; the introduction of new ways of working and the delivery of a flagship building where students can access a range of services and activities designed to enhance their experiences.

This provision will bring greater efficiencies and effectiveness of service delivery, through exploitation of new technologies, and present a coherent offer to all students improving brand, reputation, satisfaction and student outcomes.

The Division for the Student Experience will work in partnership with the PVC (Education & Students) in the development, and implementation of strategies such as the Learn to Transform (Education & Students) strategy to deliver an outstanding experience for all students.

Careers and Entrepreneurship

The Sussex Careers and Entrepreneurship department is part of the Student Experience Division. Steered by the goals of the University's [World Readiness and Employability Strategy](#), the mission of the Careers and Entrepreneurship team is for all Sussex students to be 'world ready' on graduation. Co-creating with students and colleagues in academic schools, the team delivers engaging careers and entrepreneurship education, alongside a distinctive menu of real world learning opportunities to help students build skills, experience, confidence and employer connections. Further information is available at: <http://www.sussex.ac.uk/careers/>.

Job Description for the post of: **Enterprise Officer**

Department	Careers and Entrepreneurship
Section	Division for the Student Experience
Location	Careers and Entrepreneurship

Grade	6
Responsible to	Entrepreneurship Manager
Responsible for	Occasional part-time student staff

Purpose of the post:

The Enterprise Officer will be a key member of the Careers and Entrepreneurship team and will contribute to an effective entrepreneurship offer, promoting the creation of student and graduate startup businesses, and the development of student entrepreneurial skills.

Reporting to the Entrepreneurship Manager, with occasional supervision of student staff, the post holder will:

1. Support the Entrepreneurship Manager in developing, delivering and promoting a programme of activities to facilitate student and graduate entrepreneurship
2. Work with students to co-create an inclusive student entrepreneurship offer, helping to continuously improve programme content and student engagement, particularly from underrepresented groups
3. Deliver one-to-one and group support to students interested in developing entrepreneurial skills, and testing out ideas for new ventures
4. Maintain relationships with key stakeholders to facilitate the student entrepreneurship offer

Job description

1. **Support the Entrepreneurship Manager in developing, delivering and promoting a programme of activities to facilitate student and graduate entrepreneurship**
 - a. Assist the Entrepreneurship Manager with the creative planning and delivery of a substantial programme of entrepreneurship training events for students
 - b. With Careers and Entrepreneurship colleagues, contribute to a menu of options to develop world readiness, entrepreneurship and employability skills
 - c. Use systems to record data, and undertake robust impact measurement and evaluation
 - d. In collaboration with communications colleagues, market all activities, developing communication plans

- e. Liaise with key external contributors to facilitate contribution to programmes including with the University's Entrepreneur in Residence and alumni founders
 - f. Informed by our institutional targets, contribute to a focused programme of activity that will support the progression of specific cohorts, and positively impact on the development of a robust student enterprise offer
- 2. Work with students to co-create an inclusive student entrepreneurship offer, helping to continuously improve programme content and student engagement, particularly from underrepresented groups**
- a. Liaise with Student Connectors, the Students' Union and student societies, to understand the needs of students, and collaborate on delivery
 - b. Work with Student Connectors to capture and understand the student voice, in relation to entrepreneurship ambitions and needs
 - c. Undertake audits of student entrepreneurship activity across campus
 - d. Use student engagement and impact data to understand student needs and adapt programmes and resources to see progress
 - e. Recruit and supervise student staff to deliver and inform the entrepreneurship offer
- 3. Deliver one-to-one and group support to students who are interested in developing entrepreneurial skills and testing out ideas for new enterprises**
- a. With colleagues, deliver a mentoring programme of support for students, including peer and external contributors
 - b. Manage day to day resources for students to create and operate startup businesses
 - c. Support the development of practical skills for new entrepreneurial activity including by managing the Entrepreneur in Residence programme
 - d. In collaboration with Careers and Enterprise Consultants, support students to develop and test out their entrepreneurial ideas and develop entrepreneurial skills through the entrepreneurship programme
 - a. Support existing programmes, and the development of new opportunities, to grow student entrepreneurship culture and entrepreneurialism across the campus
 - e. Provide one to one and group support sessions for students, in line with the programme of activities
 - f. Research and create resources to inform and support students, including webinars and online tool kits

4. Maintain relationships with key stakeholders to facilitate the student entrepreneurship offer

- a. Work with Careers and Entrepreneurship colleagues to ensure that the entrepreneurship programme assimilates with the development of entrepreneurial skills within the curriculum
- b. Collaborate with colleagues in Development and Alumni Relations to capitalise on graduate entrepreneurial support and expertise
- c. Liaise with key external contributors to establish support for the University entrepreneurship offer, including establishing and administering an 'Entrepreneur in Residence' programme
- d. Support the Entrepreneurship Manager in building and maintaining key external networks including attending appropriate engagement events
- e. Collaborate with colleagues, including those in Research and Enterprise, to develop the entrepreneurship offer, exploring and building on potential contributors and sources of funding
- f. Attend departmental meetings as required, as an advocate for entrepreneurship

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Organisation skills to meet priorities and deadlines and work under pressure	Yes	
Team player with ability to effectively collaborate with a wide variety of internal and external stakeholders	Yes	
Information-giving, advice and guidance skills (or the potential to develop these skills swiftly with training)	Yes	
Ability to present and deliver information in workshop settings	Yes	
Effective written and oral communication skills for a range of audiences	Yes	
Effective networking skills	Yes	
Analysis and report writing skills	Yes	
Problem solving skills	Yes	
Record keeping and ability to use customer relationship management systems	Yes	
Innovative and creative, with the ability to harness	Yes	

opportunities to progress the student entrepreneurship agenda		
IT literate, including Microsoft Office	Yes	

KNOWLEDGE

	Essential	Desirable
Knowledge of the issues affecting students and recent graduates	Yes	
Knowledge of working effectively alongside multiple stakeholders within an organisation	Yes	
Business administration practices in the UK		Yes
An awareness of national policy as it impacts on the delivery of an employability and entrepreneurship agenda within Higher Education		Yes

EXPERIENCE

	Essential	Desirable
Experience in a similar environment, developing entrepreneurship or employability support	Yes	
Experience of event planning and execution	Yes	
Experience in delivering successful outputs	Yes	
Personal experience of starting a business or entrepreneurial venture, or working freelance		Yes
Experience of the complexities of collaborative working across departments in a large organisation		Yes
Staff supervision		Yes
Experience of working in HE		Yes

QUALIFICATIONS

	Essential	Desirable
Undergraduate degree or equivalent experience	Yes	
Relevant professional qualification		Yes
Membership of a relevant industry body		Yes

PERSONAL ATTRIBUTES

	Essential	Desirable
Interest in student entrepreneurship and entrepreneurial skills development	Yes	
A positive attitude and commitment to continuing professional development	Yes	
Ability to develop and contribute to a positive working culture	Yes	
Demonstrable enthusiasm for supporting students from diverse backgrounds at the University of Sussex	Yes	



March 2023