

# Administrator (Entrepreneurship for All)

Department	Innovation and Industry Engagement ( <a href="https://www.strath.ac.uk/workwithus/glasgowcityinnovationdistrict/">https://www.strath.ac.uk/workwithus/glasgowcityinnovationdistrict/</a> )		
Staff Category	Administrative and Professional	Reference No	516690
Reports To	Project Manager (Marketing & Communications)	Grade:	5
Salary Range:	£25285 - £28131	Contract Type:	Fixed Term (4 years)
FTE	1 (35 hours/week)	Closing Date	13/04/2023

## Job Advert

Entrepreneurship is more than starting a business, it's a way of behaving. Built on this belief, our institution-wide entrepreneurship strategy, Strathclyde Inspire, gives all of our students and staff the opportunity to become more entrepreneurial, regardless of their role or career aspirations. We are excited to have received a significant philanthropic donation to deliver our sector-leading *Entrepreneurship for All* (E4A) approach and we are now looking for an enthusiastic and proactive administrator to help us unlock the entrepreneurial potential of our people.

An experienced administrator, you will ensure the E4A activity is underpinned by effective and efficient administrative processes. Duties will include financial administration, designing and implementing SOPs (standard operating procedures), supporting events, committee management and KPI reporting.

A member of the cross-university E4A Delivery Team, you will be based in the Innovation and Industry Engagement Directorate, but will support colleagues and activities across a range of academic and professional service areas.

## Job Description

To ensuring the E4A activity is underpinned by effective and efficient administrative procedures.

### Main Activities/Responsibilities:

1.	Provide comprehensive administrative support to E4A Delivery Team members responsible for delivering entrepreneurial learning opportunities (creating and managing processes).
2.	Manage the financial administration of the Entrepreneurship for All gift: process invoices and payments; monitor budgets and spend against budgets; update financial spreadsheets; highlighting potential under or overspends to budget holders.
3	Provide committee management support to the Head of Entrepreneurship Strategy: securing meeting dates; drafting and sending agendas; updating action logs; producing minutes (e.g. E4A Working Group and Delivery Team).
5.	Provide a range of administrative support for E4A events, including the co-ordination of venue bookings, catering orders, registrations, badges, delegate packs and on-the-day support (setting up and staffing registration desks) as required.
6.	As required, provide in-person front of house duties in the Strathclyde Inspire Hub (acting as first point of contact for visitors, providing responses to telephone enquiries, booking meeting rooms and managing relevant mailboxes etc) and maintain Hub facilities (estates / IT queries, confidential waste uplift).
7.	Responsible for devising a process for ensuring effective bench-marking, tracking, recording and presentation of E4A KPI data, in order that accurate and reliable information is available for effective and timely reporting to Funders and other stakeholders.

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8. Any other duties as assigned by line manager or Head of Entrepreneurship Strategy
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## Person Specification

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### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to HNC/HND or equivalent relevant demonstrable experience

### Experience

E2 Relevant administrative experience, including budget management, ideally in an HE role

E3 Experience of committee servicing (e.g. schedule meeting dates, issue agenda, produce minutes, follow up on actions)

E4 Experience of developing, implementing and revising processes (SOPs - standard operating procedures) to support delivery of programmes

### Job Related Skills and Achievements

E5 Ability to gather, input and collate data with a view to generating reporting information for a variety of uses

E6 Good IT skills, competent user of office software packages (Word, Excel, PPT, Outlook). Adept at using digital technology and experience of updating and manipulating databases

### Personal Attributes

E7 Confident self-starter able to work on own initiative, taking ownership of tasks

E8 Proactive problem solver

E9 Well organised, with the ability to plan own workload to deliver on conflicting priorities

E10 Accuracy and attention to detail

### Other Relevant Factors

E11 Willingness to undertake evening/weekend work as required

D1 Interest in entrepreneurship / entrepreneurial mindset development

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## Application Procedure

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Applicants are required to complete an application form including the name of two referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Fiona Ireland, Head of Entrepreneurship Strategy (fiona.ireland@strath.ac.uk).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

### Pension

The successful applicant will be eligible to join the Local Government Pension Scheme (LGPS) in Scotland. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Formal interviews for this post will be held on 26/04/2023.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

