

Entrepreneurship & Employability Lead

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| Department | Careers Service (www.strath.ac.uk/professionalservices/careers/) | | |
| Directorate | Student Experience And Enhancement Services (www.strath.ac.uk/sees/) | | |
| Staff Category | Administrative and Professional | Reference No | 518198 |
| Reports To | Head of Careers and Employability | Grade: | 7 |
| Salary Range: | £35308 - £43155 | Contract Type: | Fixed Term (4 Years) |
| FTE | 1 (35 hours/week) | Closing Date | 14/04/2023 |

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 Entrepreneurship & Employability Lead to help us unlock the entrepreneurial potential of our students.

Passionate about the link between entrepreneurship skills and employability, you will champion a compelling and evidence-based narrative to a range of stakeholder groups, including academic staff, employers and students.

Using your experience of delivering events, programmes and activities, you will develop and deliver a range of student learning opportunities which foster idea development, creativity and other employability/entrepreneurial skills.

A member of the cross-university E4A Delivery Team, you will be based in the Careers and Employability Service and will be expected to build relationship with key academic staff across all four of the University's faculties.

Job Description

Brief Outline of Job:

The post holder will champion the link between entrepreneurship and employability and develop a range of learning opportunities which foster entrepreneurial and employability skills.

Main Activities/Responsibilities:

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| 1. | A member of the Entrepreneurship for All Delivery Team, you will play a key role in delivering the Entrepreneurship for All goals and make a significant contribution to the evolving ambitions and future strategic priority areas of the Entrepreneurship for All approach. |
| 2. | Collaborating with colleagues in the Careers & Employability service, and working with a small team (comprising the Student Entrepreneurship Co-ordinator based in the Students' Union and the Entrepreneurship for All Administrator), you will ensure the design, delivery and continuous improvement of a range of practical entrepreneurial learning opportunities (workshops, information sessions, speaker events, flagship programme) |
| 3. | Create the content for all Careers & Employability Service based entrepreneurial learning opportunities e.g. participant handbooks, briefing documents and presentations, and deliver training and workshops as appropriate. Ensure all entrepreneurial learning opportunities align to the attributes of the Entrepreneurial Strathclyder. |

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| 4. | Working with the Strathclyde Inspire colleagues, with input from colleagues in the Careers and Employability Service and Faculties, contribute to successful marketing campaigns designed to ensure high awareness of relevant entrepreneurial learning opportunities. |
| 5. | Develop and cultivate relationships with key stakeholders (volunteer alumni, students, funders, and colleagues) required for successful delivery of Careers & Employability Service-based entrepreneurial learning opportunities. |
| 6. | Identify and work closely with staff members who are enthusiastic entrepreneurship and employability ambassadors. |
| 7. | Offer 1:1 meetings with students and graduates interested in exploring entrepreneurial opportunities and offer advice on how to effectively showcase entrepreneurship skills to potential employers. |
| 8. | Working with Strathclyde Inspire colleagues, with input from colleagues in the Careers and Employability Service and Faculties, promote entrepreneurship as a career option across all Faculties and signpost students with ideas to the support available from the Start-Up Team based in IIE. |
| 9. | With support from the E4A Administrator, and with input from colleagues in the Careers and Employability Service, ensure effective bench-marking, tracking, recording and presentation of relevant KPI data. |
| 10. | Provide and/or contribute to written/verbal reports and updates on Entrepreneurship and Employability to relevant internal groups. |
| 11. | As appropriate/required, represent the entrepreneurship & employability activity internally and externally i.e. representing Strathclyde to audiences from outside the University e.g. at national conferences or to visitors to the University. |
| 12. | As appropriate, work with colleagues in the Widening Access team to build entrepreneurship into relevant programmes, promoting entrepreneurial skills to potential students . |
| 13. | Other activities assigned by the Head of Careers and Employability or the Head of Entrepreneurship Strategy |

Person Specification

Educational and/or Professional Qualifications

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

E1 Relevant degree

Experience

E2 Significant experience of managing a complex programme of events and activities to deadline and within budget (project/events/budget management skills).

D1 Experience of working with employers, emerging entrepreneurs, academic staff, students from all faculties and volunteers

Job Related Skills and Achievements

E3 Good communicator, adept in building relationships with a wide range of stakeholders and managing expectations

E4 Confident public speaker, comfortable delivering pitches/presentations, facilitating events/sessions and providing verbal feedback in 1:1 sessions

E5 Effective negotiating/influencing skills and experience of utilising these skills with a variety of stakeholders, from students to senior academics to gain the support and commitment of others where there is no line management responsibility

E6 Able to efficiently collate and effectively present data for a variety of purposes in a range of formats

E7 Ability to develop, deliver entrepreneurship education opportunities which foster idea development and creativity and other employability skills

Personal Attributes

E8 Maintains an understanding of the evolving careers and employability, enterprise and entrepreneurship context

E9 Confident self-starter able to work on own initiative, taking ownership of tasks

E10 Well organised with the ability to plan own workload to deliver conflicting priorities

Other Relevant Factors

E11 Willingness to undertake evening / weekend work as required

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

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 Katrina Forbes, Head of Careers and Employability (katrina.forbes@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Research 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 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. 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 27 April 2023.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

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.

