



Candidate Information

Position: Enterprise Development Officer
School/Department: Student and Campus Life
Reference: 23/111494
Closing Date: Friday 5 January 2024
Salary: £32,024 - £36,744 per annum
Anticipated Interview Date: Tuesday 23 & 30 January 2024

JOB PURPOSE:

To contribute to the achievement of the Students' Union objectives and targets through the development and delivery of enterprise programmes and initiatives and related personal development opportunities for all students.

MAJOR DUTIES:

1. Develop and manage the promotion and delivery of a range of enterprise and development programmes and initiatives aimed at undergraduate and postgraduate students - including InnovateHer, QUB Dragons' Den, Make it Happen Fund and What's the Big Idea?
2. Provide support towards the delivery of enterprise and development training programmes for postgraduate students in partnership with the Graduate School enterprise team.
3. Provide one-to-one support to students and recent graduates, in relation to the development of business ideas and social enterprises.
4. Promote a variety of Student and graduate Enterprise Initiatives (e.g. Belfast Enterprise Academy, Techstart, Invent, Student Entrepreneur Awards, Santander X Awards).
5. Management of 'SU CoWork', a dedicated office space for student and graduate entrepreneurs, and provide ongoing startup support to occupants.
6. Supervise a small team of interns, planning, organising and delegating workload.
7. Monitor, evaluate and review student enterprise programmes, engaging with students, staff, external businesses and other stakeholders, ensuring collection of appropriate feedback, using this information to produce reports and evaluations.
8. Maintain accurate records of student participation in enterprise related activities, internally and externally, in line with General Data Protection Regulations.
9. Provide support towards the development of entrepreneurship in the curriculum; in particular, with regard to activities such as promoting SU Enterprise Initiatives during lectures, organising business role model panels and guest speakers for students.
10. Support management of SU Enterprise, promoting it as a vibrant unit delivering increased awareness and participation of students and graduates in personal development opportunities.
11. Develop and maintain relationships and collaborate with relevant external organisations such as Belfast City Council, Invest NI and Catalyst.
12. Develop and implement campaigns and materials to promote enterprise opportunities among students and graduates at Queen's. This includes the use of social media, website, newsletters and SU Pop Ups across campus as well as identifying lectures and delivering lecture "Shout Outs".
13. Support delivery of key Students' Union events such as Open Days, Freshers' Fair and Refreshers' Fair.
14. Organise and attend meetings and committees relating to SU Enterprise, including the Queen's Enterprise Forum.
15. Provide support to the elected Student Officers in respect of projects that support entrepreneurial thinking among students.
16. Liaising with academic and administrative departments and units across the University to effectively support the delivery of enterprise programmes and initiatives.
17. Maintenance of accurate engagement figures and regular reporting to Line Manager to assess progress against targets by preparing statistics and reports on student enterprise activity through team meetings, emails and input into sweep notes.
18. Any other duties commensurate with the post.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent qualification) in a relevant subject area.
2. Applicants without the appropriate qualifications but with substantial relevant experience as outlined below will also be considered.
3. Significant relevant experience to include:
 - Experience of organising educational or recreational activities at a variety of levels.
 - Experience of designing and implementing an enterprise related programme.
 - Evidence of motivation and effective objective/ target setting.
 - Project management (including design, delivery and evaluation of projects).
 - Establishing and developing working relationships with a wide range of external enterprise related stakeholders.
4. Well developed IT skills.
5. Ability to work under pressure to meet targets and deadlines.
6. Excellent communication skills.
7. Good verbal and written presentation skills together with an ability to explain complex issues.
8. Commitment to providing high standards of service at all times.
9. Strong interpersonal skills and ability to build partnerships with a wide range of people.
10. Drive, enthusiasm and commitment.
11. Good team worker with a flexible approach.
12. Comfortable working in a student led environment.
13. Ability and willingness to work flexible hours to meet the needs of the job.

DESIRABLE CRITERIA:

1. A relevant postgraduate qualification.
2. Experience of working in a democratic environment.
3. Experience working with students or young people.
4. Experience of management of resources and budgetary controls.
5. Experience running activities that students take part in and want to develop.
6. Knowledge of Enterprise Startup support in Northern Ireland.
7. Knowledge of the type of activities that students take part in and want to develop.
8. Experience of utilising social media and updating websites.
9. A focus on quality, being self motivated, self assured and pro-active exhibiting initiative and enthusiasm.