



BISHOP
GROSSETESTE
UNIVERSITY

Title of post:	Enterprise Development Manager
Reports to:	Head of Careers, Employability and Enterprise
Key Contacts:	Businesses/Employers, Schools, Academic and Professional Support Staff and Students
Job Grade:	Grade 6
Period:	Fixed term until 31 st July 2021.
Hours	29.5 hours per week
Annual Leave	25 Days plus 8 Public Holidays and 3 additional days between Christmas and New Year (pro rata)
Location	Bishop Grosseteste University

Outline of the post

Responsible for the day to day effective management of the BG Futures Business and Enterprise Centre, with key responsibilities being the well-being of existing tenants and the recruitment of prospective new tenants into the facility. The post-holder will work closely with the Head of Careers, Employability and Enterprise and BGU colleagues to promote and support the enterprise and knowledge exchange agenda. They will create, promote and deliver suitable activities for students that help them to learn the importance of business and 'being enterprising'.

Job Description

1. To have responsibility for the effective and efficient management of the BG Futures Business and Enterprise Centre, ensuring that unit occupancy levels are maximised and that the tenants are provided with the necessary business advice and support as stipulated in their tenancy agreements
2. To review and manage processes in relation to support of tenants and management of tenancies
3. To be the University's main point of contact for BG Futures Business and Enterprise Centre on a day to day basis
4. To promote the enterprise agenda to both internal and external stakeholders, with a particular focus on social enterprise
5. In-conjunction with the Head of Careers, Employability and Enterprise contribute to the BG Futures Team Plan to support the University's knowledge exchange and enterprise agenda
6. To have overall responsibility for the marketing and promotion of BG Futures Business and Enterprise Centre including the effective use of social media channels
7. To contribute to the achievement of BG Futures income generation targets, identifying opportunities and developing business cases as required
8. To actively participate in appropriate and relevant networks to promote BG Futures, and Bishop Grosseteste University to the wider community
9. To provide business consultancy support, professional coaching and mentoring services to the start-up SME's within BG Futures and beyond as required
10. To work closely with Heads of Academic Schools to support their strategic objectives for income generation, knowledge exchange and help raise the profile of the University
11. To help increase the level and quality of engagement with business
12. Working closely with the Programme Leader for Business and Enterprise and the Careers and Employability Advisors, help BG students, and our alumni, to become more 'enterprising' and employable by developing a series of activities that help students to understand the importance of enterprise and commerce. Promote the development of the Graduate Attributes Awards through both extra-curricular and by embedding within the curriculum
13. To develop strong networks and to work closely with partner organisations within the GLEP area to ensure that SME's are provided with the best possible support in the right locations
14. To provide a lead/support in the writing of bids/tenders for activities that fit the BG Futures objectives and/or increase revenue generation. Support BG's other Schools and Departments in this area as appropriate

15. To lead on and/or support the delivery of programmes and services for BG students, alumni, academic schools and other external organisations (where appropriate) including business creation support
16. To support the departmental key objectives as laid down by the Head of Careers, Employability and Enterprise working closely with other team members
17. To attend appropriate training and staff development sessions, and participate in an annual Performance Review process
18. To comply with the University's Health and Safety Policy, legislation and practice
19. To maintain professional standards in relationships, including non-discriminatory practices
20. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role
21. The post-holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University
22. The post-holder must operate within the University's Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies

BISHOP GROSSETESTE UNIVERSITY LINCOLN

PERSON PROFILE

Enterprise Development Manager

	Core	Supplementary
Education/ Qualifications And Special Training	Degree or equivalent (business related)	A masters degree (business related) Information, Advice and Guidance qualification (level 4 or above) An appropriate qualification in management coaching and mentoring
Knowledge and Skills	Excellent planning, organisational and analytical skills Strong interpersonal skills, a natural collaborator and the ability to influence and negotiate at a senior level Strong commercial acumen Ability to analyse and solve problems creatively IT literate Strong administrative skills Working knowledge and understanding of regional, national and EU policy and developments in relation to enterprise, innovation and knowledge transfer	Experience of bid and tender writing Awareness of social enterprise/ not for profit business models Awareness of cost benefit analysis and return on investment ratios
Experience	Business development experience – ability to deliver	

	<p>'high quality' consultancy advice</p> <p>Previous experience of delivering training</p> <p>Experience of working in or with higher or further education</p> <p>Previous experience of managing a budget and delivering against agreed financial targets</p>	
<p>Personal Attributes</p>	<p>Excellent interpersonal, networking and communication skills</p> <p>Self-starter and able to work with initiative; a can-do attitude</p> <p>Problem solving skills</p> <p>Good time management skills</p> <p>Shows attention to detail</p> <p>Professional and diplomatic at all times – trustworthy and discreet when handling confidential information</p> <p>Effective team player</p> <p>Commitment to the Mission of the University</p>	