

Enterprise & Entrepreneurship Manager



At Regent's University London, we have a bold mission of reimagining education, and we're looking for talented and passionate people to help us do that. We're ambitious, collaborative and curious in how we approach our work, each other, and the education we give our students. Nestled in the heart of royal Regent's Park, Regent's offers a premium experience for staff and students. We champion an environment that cultivates possibility for everyone in our community.

Job description

Position details

Job title:

Enterprise &
Entrepreneurship
Manager

Grade:

G

Department:

Alumni, Careers &
Enterprise

Line Manager Job Title:

Senior Manager
(Careers)

Job purpose

The primary purpose of this role is to deliver our enterprise programme and manage the overall enterprise offer for students and graduates, providing advice and guidance to students, managing a physical co-working and enterprise space, including working closely with colleagues across careers, student support as well as key academics.

This role also acts as the key point of contact for Regent's partnership with innovative co-working brand Huckletree, in particular leading on the operational delivery of collaborative activity including the Future Founder's Programme, Business Bootcamp and Entrepreneur-in-Residence schemes as well as potential in-curriculum interventions and extracurricular activities, as appropriate.

The Regent's Way is a set of principles that guide our work and celebrate our unique offering – our strengths, our challenges and our commitment to continuous improvement.



Main responsibilities

1	Develop and deliver activity Alumni team, connecting students with alumni, Galileo group Schools, and strategic industry partners.
2	Act as the key point of contact for Regent's partnership with innovative co-working brand Huckletree, in particular leading on the operational delivery of collaborative activity including the Future Founder's Programme, Business Bootcamp and Entrepreneur-in Residence schemes as well as potential in-curriculum interventions and extracurricular activities, as appropriate..
3	Design, devise and deliver enterprise events to initiate and/or develop employer relationships, generating cocurricular design, opportunities for students and graduates and knowledge exchange
4	Lead and develop a compelling programme of networking activity with industry partners and alumni, working with the Alumni team. This includes industry networking events, and establishing new opportunities such as network dinners for students hosted by high-profile guests.
5	Share and build knowledge with start-ups, SMES and freelance/self-employed stakeholders which will include sharing thought-leadership on talent development, funding and marketing.
6	Develop our current Enterprise programme for all students and graduates, regardless of discipline, who are interested in starting a business, being self-employed or working freelance and developing their innovative skills, delivering an engaging and impactful suite of support.
7	Identify areas of the programme which could be embedded into curriculum, whilst also ensuring that there is a substantial co-curricular offer for skills development.
8	Design and facilitate a range of enterprise initiatives to engage students to the programme, pre-launch.
9	Work closely with, and build relationships with academic colleagues, alumni relations, the SU and professional services colleagues to promote and scale the programme for all students and graduates.
10	Collaborate with internal colleagues to integrate the enterprise agenda into the overall strategic development of the university.
11	Develop a robust cohort of start-ups and entrepreneurs, whilst continuously building new partnerships for the wider Alumni, Careers & Enterprise team to leverage.
12	Work with colleagues within Careers to develop content, focussed on enterprise/entrepreneurship with supporting resource and information to be shared on a regular basis.
13	Develop the pool of entrepreneurs who can support our students and graduates, whilst also working to engage external stakeholders as part of our Industry Connectivity approach.

- | | |
|-----------|---|
| 14 | Explore a variety of practical options for how students and graduates could access funding to build business ideas they are creating within the programme. This could include investigating options around crowd-funding as well as engaging investors and venture capitalists. |
| 15 | Leveraging opportunities for students through proactive network development via Huckletree, Regent's alumni and other relevant internal and external networks. |
| 16 | Maintain the content on LMS working with the wider team, promoting opportunities, share content and resources to students and graduates. |
| 17 | Build and maintain effective and productive working relationships with colleagues, clients and third parties and support the University's values. |
| 18 | Actively seek to implement the University's health and safety policy, and give due regard to the health and safety of themselves and others when carrying out duties. |
| 19 | Actively seek to implement the University's equal opportunities policy and promote equality of opportunity in relation to the duties of the post. |
| 20 | To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post. |

Person specification

1. Position details

Job title: Enterprise & Entrepreneurship Community Manager
Grade: G
Department: Alumni, Careers & Enterprise
Line manager job title: Senior Manager (Careers)

2. Person requirements

Job requirements	Assessment criteria	
	(e)ssential	(d)esirable
Qualifications & training		
A first degree or equivalent experience	E	
Experience		
Experience of managing a diverse portfolio of tasks, managing conflicting priorities whilst leading on project and programme-based work	E	
Demonstrable experience of building online and face-to-face student communities in a higher education context	E	
Experience of delivering training to groups of varying size and knowledge, taking into account cultural sensitivities	E	
Experience of delivering measurable improvements in graduate outcomes	E	
Event management experience		D
Experience of developing a high-quality offer to graduates and alumni in an international context		D
Experience of working in partnership with an alumni function		D
Experience of working in an entrepreneurial, incubation or innovation environment		D
Business experience with start-ups/growing a business(es)		D
Knowledge, skills & competencies		
Understanding of start-up businesses with the ability to speak confidently about the key areas of the start-up ecosystem	E	
Knowledge of entrepreneurial techniques, design thinking methodology and issues around business creation	E	
Knowledge of social enterprise and alternative business structures and how this can impact early stage ideas	E	
An understanding of the difference between the commercial and academic environments and how to bridge between the two	E	
Awareness, interest and understanding of the start-up ecosystem locally and internationally and the context of entrepreneurship education	E	

Immediately credible with academics and external partners within the entrepreneurial landscape and able to appreciate the difference between industry and academia, and to seek solutions which meet the needs of both groups	E	
Knowledge of the global graduate employment market and strong knowledge of current developments and emerging markets, in the UK and internationally	E	
An appreciation of the UK's entrepreneurial ecosystem	E	
Understanding of the funding options available to develop business ideas e.g., accelerators, PE, crowdfunding	E	
General attributes & personal qualities		
An entrepreneurial and innovation mind-set.	E	
Customer focused – anticipates the requirements of the customer (whether they be internal or external) and meets those needs in a timely manner.	E	
Manages routine processes and procedures effectively, is highly organized, prioritizes tasks and meets deadlines.	E	
Excellent communication skills both verbal and written.	E	
Manages confidential information with appropriate discretion and can be trusted to do so.	E	
Shows initiative, manages own workload effectively, delivers against own commitments and follows through on tasks to completion in a timely manner.	E	
Produces high quality and accurate work that they routinely sense check. Sets, works to and maintains high operational standards and is detail focused.	E	
Works collaboratively and has a 'can do' mentality.	E	
Manages competing and conflicting priorities effectively, is calm under pressure and reprioritizes own work to remain on course	E	