

Job Profile

Job title:	Enterprise Intern/ Enterprise Admin Assistant
Department/School:	RIS – Innovation Centre
Grade:	2
Location:	SETsquared Bath

Job purpose

The Enterprise Admin Assistant will work to support Bath's involvement in the Advanced Engineering and Digital Innovation Business Acceleration Hub project, part-funded by the European Regional Development Fund (ERDF) as part of the European Structural and Investment Funds Growth Programme 2014-2020.

The programme supports all types of advanced engineering businesses (in particular automotive and aerospace), and digitally innovative businesses (in particular in the Digital Health and Creative Media sectors) in the West of England LEP area through engagement, translation of research, training, and incubation.

The tasks of this role will include:

- To work with the Enterprise team to deliver the University's Enterprise Education Strategy, with the main partners within the University, Students' Union and alumni community
- To support marketing activities of the programme to opportunities to Undergraduates and Postgraduates – promoting activities and opportunities.
- To promote and support enterprise opportunities to the undergraduate and post graduate communities
- To promote social enterprise activities amongst student groups and support student groups active in this area
- To work with the Graduate Enterprise Manager to promote entrepreneurship opportunities including training and development to UGs, PGs and recent graduates to maximise student engagement and promote quality entrepreneurial opportunities
- Assist key members of staff within the University, the Students' Union and alumni in managing the enterprise network and maintain faculty links

Source and nature of management provided

Reports to the Graduate Enterprise Manager

Staff management responsibility

None

Special conditions

Will be required to work occasional evenings for events or training which can be reclaimed as TOIL.

Main duties and responsibilities- All duties of the Enterprise Intern listed below will be carried out in close liaison with/under the direction of the Enterprise Education Manager

1	To support Bath's involvement in the AEDBAH project, including marketing the programme and opportunities to UGs and PGs (including MBAs)
2	Working with key stakeholders to and deliver the SETsquared Bath and University Enterprise Education Strategy
3	Promote enterprise activities across the campus

4	To further develop links with enterprising student groups (such as Bath Entrepreneurs and Enactus, SoMSA and Women in Engineering) and promote entrepreneurial activities and opportunities
5	To support the key enterprise activities such as the AEDBAH University's Business Plan Competition, Dragons' Den, Apps Crunch and Innovation Awards. To promote and support key SETsquared-specific events such as 3DayStartup and the Graduate Acceleration Showcase.
6	Liaising with key staff and alumni (through the Alumni Office) to establish and promote the SETsquared enterprise network
7	Research, record and report on levels of engagement in enterprise activities
8	Create appropriate communication channels to ensure timely and efficient sharing of information including web-based materials, websites and social media
9	Contribute to and support Bath's activities in the wider UK university enterprise networks – such as SETsquared and Enactus
	You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.



Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications Educated to degree level		√	√		
Experience/Knowledge Experience in Student activities	√		√ √		
Experience of project management	√		√		
Experience of undertaking research		√	√		
Experience of report writing	√				
Experience of working with volunteers		√	√		
Experience of planning and delivering training		√	√		
Experience of planning, marketing and delivering events	√			√	
Experience of clerical support of meetings	√		√		
Experience of managing online information	√		√		
Skills Excellent communication skills	√			√	
Proven networking abilities	√			√	√
Effective interpersonal skills, both written and oral	√			√	√
Excellent personal organisational skills, particularly time management and prioritisation skills	√		√		
Strong report writing skills with the ability to produce information for a variety of audiences	√		√		√
Ability to work in a team as well as under own initiative	√		√		
Good ICT skills	√		√		
Attributes Must be self motivated	√			√	√
Must be adaptable	√			√	√
Must be approachable	√			√	√

Code: A/F – Application form, I/T – Interview/Test, R – References