ROLE DUTIES

Post title: Hub for Innovation and Enterprise Medway Ambassador
Will include 5hrs per week at £500 per term

Department: Hub for Innovation and Enterprise
Kent Innovation and Enterprise

Location: University of Kent, Medway Campus

Reports to: Hub for Innovation and Enterprise Coordinator

Applications Start Date: 1st August 2018
Applications End Date: 3rd September 2018

Interviews to be held: Wed 12th September 2018

MAIN PURPOSE OF THE ROLE

1. You will support the Hub Coordinator in developing, marketing and promoting the Hub scheme across the Medway campus. The University is seeking to expand the scheme to reach as many students as possible.
2. Create and maintain departmental contacts and ensure effective communication flow.
3. Along with the Hub Coordinator organise student sign-ups to the Hub schemes.
4. Other relevant duties as directed by the Hub Coordinator

MAIN DUTIES

1. Support the Hub for Innovation and Enterprise Virtual Experience at Medway
   - Promote the Kent Invicta Chamber of Commerce / Study Plus business start-up workshops to students and to meet the course presenter on workshop days, assist setting up for workshops and take student registration lists.
   - Research student entrepreneurship for Medway students. To include holding a focus group and advising on what the hotspot areas in Medway are for leafleting and other promotional work.
   - Administrate room bookings for events and meetings, and promote and administrate the business advice drop in clinics for Medway students.
   - At the end of the position to create a 2018-2019 operational strategy for Medway engagement. This will need to include research of current activities, feedback and quotes from students, statistics from 2017-2018, and aligning it with the University of Kent Medway strategy.

2. Promote the Hub Scheme across the Medway campus
   - Attend departmental and student events and present on the scheme.
   - Communicate with representatives from the Careers and Employability Service, GK Unions, and other University personnel regarding promotion of the scheme.
   - Communicate with student society representatives regarding promotion of the scheme.
   - Utilise social media to promote Hub events.
   - Work with the Hub Coordinator on marketing strategy for students.
   - Attend student events to promote scheme, this includes talks and lecture shout-outs.
   - Promote the initiative to student societies, including organising an informal social event for students interested in entrepreneurship.

3. Create and maintain departmental contacts and ensure effective communication flow
Ensure relevant events are publicised on website and obtain attendance sheets.
Meet with relevant personnel on a regular basis for inter-departmental updates.
Keep accurate records and feedback from events.
Build good working relationships with internal partners and external partners. External partners include KMTV, The Medway Innovation Centre and KICC in Medway.

4. **Co-ordinate student sign-ups.**

- Work with the Hub Coordinator to maximise exposure of scheme to student body.
- Work with departmental contacts to promote the Hub through other student activities such as workshops.
- Email website links to attendants at University events to encourage participation.

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1. **Student sign-ups to the Enterprise Skills Award**
Promote the Enterprise Skills Award online module to the student body with the aim of attracting more student sign-ups.

2. **Student participation in Competitions**
Promote all enterprise competitions to the student body with the aim of attracting student participants to each competition.

3. **Student participation in enterprise-related events and workshops**
Promote all enterprise-related events to attract students to engage in SE workshops.

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<th>QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE</th>
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**Qualifications**
A’ level or degree standard

**Knowledge**
- Enthusiasm and good understanding of enterprise skills and the Hub
- Understanding of how extracurricular activities vary from the Canterbury to Medway campuses and what challenges will be faced when promoting and administrating the scheme.
- Good understanding of enterprise opportunities available to students
- Good understanding of university structure and services

**Skills**
- Self-motivated and pro-active with the ability to multi-task
- Reliable, trustworthy, creative with ability to take initiative
- Excellent administration skills
- Confident and enthusiastic when presenting to small and large groups
- High degree of computer literacy including the use of programmes such as Word, Excel, Publisher
- Effective communicator with good listening skills and empathy
- Good organisational skills, with the ability to prioritise a demanding workloads and work to tight schedules
- Excellent interpersonal and networking skills, ability to work with a range of different interest groups
- Natural problem solver
- Entrepreneurial and highly motivated with a ‘can do’ attitude