

ROLE DUTIES

Post title: Hub for Innovation and Enterprise Ambassador
Salary: Autumn –Spring Terms (14th Jan 2019 – 5th April 2019)
Will include 5hrs per week at £525 per term

Department: Hub for Innovation and Enterprise
Kent Innovation and Enterprise

Location: University of Kent, Canterbury Campus

Reports to: Hub for Innovation and Enterprise Coordinator

Applications Start Date: 28th November 2018

Applications End Date: 11th December 2018

Interviews to be held: 14th December 2018

MAIN PURPOSE OF THE ROLE

1. You will support the Hub Coordinator in developing, marketing and promoting the Hub scheme across Canterbury campus. Following the launch of the scheme in September 2013 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. Encourage entrepreneurial students to take up residency at the University co-working space, the Hub.
5. Other relevant duties as directed by the Hub Coordinator

MAIN DUTIES

1. Promote the Hub Scheme across Canterbury campus

- Attend departmental and student events and present on the scheme
- Communicate with representatives from the Careers and Employability Service, Kent Union, UELT, 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
- Utilise other campus events as a promotional opportunity for the Hub
- 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

2. 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

3. 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

TARGETS

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 (student enterprise) workshops.
4. **Engage with students to increase awareness and perception of the Hub**
Attend various events to increase student awareness of the Hub whilst acting as a spokesperson for the scheme both on and off campus. The aim is to generate a positive attitude towards the brand amongst staff and students of the university.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE**Qualifications**

- A-level or degree standard with previous project management experience

Knowledge

- Enthusiasm and good understanding of enterprise skills and the Hub
- Good understanding of enterprise opportunities available to students
- Good understanding of university structure and services

Skills

- 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
- Self-motivated and pro-active with the ability to multi-task
- Excellent team-working skills
- Reliable, trustworthy, creative with ability to take initiative
- Excellent administration skills
- Confident and enthusiastic when presenting to small and large groups
- Natural problem solver
- Entrepreneurial and highly motivated with a 'can-do' attitude