

**Job Description for the Post of
Projects Co-ordinator - Enterprise & Entrepreneurship (BS09/3)**

1. General Details

Job Title:	Projects Coordinator - Enterprise & Entrepreneurship (0.6FTE)
Location:	Business School
Normal workbase:	Stafford Campus
Tenure:	Permanent
Salary:	Grade 5 currently £21,459 - £24,877 per annum pro rata

2. Job Purpose

Located within the Business School, the Enterprise & Entrepreneurship Project Coordinator (PCEE) will support the Programme Manager Enterprise & Entrepreneurship (PMEE) in delivering all aspects of the Enterprise & Entrepreneurship programmes. In particular this involves giving help and support to students and graduates wanting to start their own business through the support schemes available at the University and liaising with partner organisations as appropriate.

The postholder will be required to work across all of the Enterprise & Entrepreneurship projects but will have day to day responsibility for co-ordinating the ERDF outputs and outcomes including all the financials.

This post is part funded by the European Regional Development Fund (ERDF) and part funded by Higher Education Innovation Fund 4 (HEIF 4) and currently concentrates on two main projects: (1) Student Placements for Entrepreneurs in Education (SPEED) and (2) Enterprise Fellowship Scheme (EFS).

3. Relationships

Responsible to:	Programmes Manager – Enterprise and Entrepreneurship (PMEE)
Working closely with:	Projects Officer – Enterprise and Entrepreneurship (POEE) and the Enterprise & Entrepreneurship Assistant (EEA)

4. Main Activities

- § Coordination of the project requirements for the enterprise and entrepreneurship schemes (primarily SPEED/EFS), including documentation, reporting, budgets, resources and ensuring project compliance and an audit trail for all activities. This will also include reconciliation with the University's financial system.
- § To oversee the usage of the managed workspace areas located in the Business Villages on the Stoke and Stafford campuses of the University in relation to the enterprise and entrepreneurship schemes. This will include liaising with the key contact for each site in the central support team and the purchasing of equipment in line with the financial procedures of the University.
- § To promote the enterprise and entrepreneurship schemes appropriately through various mediums on an on-going basis, linking to the departmental communications plan and the overall HEIF 4 project.
- § Work closely with the Faculties and Services to ensure awareness raising and dissemination of information regarding all schemes and linkages with other projects. This will entail giving presentations and participating in and running events where necessary. This would be part of an overall marketing plan devised by the POEE.
- § To respond to all enquiries regarding the schemes, ensuring an efficient service is given at all times. Maintenance of an ongoing tracking system providing data and output reports for the PMEE will be required.

- § Supporting the PMEE in vetting applications received from students and alumni and determining the most appropriate route to exploitation, signposting if necessary. This will involve arranging interview and appraisal panels for the schemes and supporting applicants through the application process.
- § Undertaking initial market research to quantify the value of the commercial opportunity.
- § Working with the PMEE and other relevant parties, to ensure active participation in all aspects of the enterprise and entrepreneurship support packages. This includes:
 - Ensuring the projects meet all project targets, outputs and budgetary requirements
 - Collation of all monitoring and supporting documentation in compliance with project and funding requirements, working to strict deadlines.
 - To attend project meetings, working groups, events and training sessions, deputising for the PMEE where appropriate.
 - To organise and attend appraisal panels to assess the viability of applicant's ideas and their suitability on the enterprise and entrepreneurship schemes.
 - To devise and maintain a system for grant and bursary payments to students/graduates on the schemes. This may include close liaison with the Finance department to ensure that the systems are in line with the University's financial procedures. It will also include the organisation of panels to assess the grant/bursary applications.
 - To manage the scheme budgets on a day to day basis, to include regular financial claims to external funding bodies as appropriate. This will also include the development and maintenance of budgetary information for the projects and management information as required by the PMEE.
 - To ensure the smooth running of the mentoring programme, including regular liaison with the mentors and ensuring that all documentation is gained ie timesheets and payment documentation as required by the funders of the programmes.
 - To liaise with training providers for all the enterprise and entrepreneurship schemes to ensure that the correct provision is in place, in line with the requirements of the schemes and project outlines.
 - To arrange and attend quarterly progress review meetings with all scheme participants, including the collation of evidence for their participation in the scheme.
 - To provide ongoing support to Staffordshire University businesses such as networking opportunities, signposting to networks and resources, their participation in the enterprise and entrepreneurship schemes and to act as a sounding board for their ideas.
 - Facilitating the development of viable business plans and grant applications by signposting to other areas of support i.e.: the most relevant Business Support Agencies within the region.
 - Collaborating with key internal staff such as the Press Office, Facilities Management and the central support team of the Business School. In particular this role will involve close liaison with the PMEE and POEE arranging cover as appropriate.
 - To liaise with colleagues University-wide to ensure the correct provision of facilities and services in line with the individual requirements of all the enterprise and entrepreneurship schemes.
 - To work towards a continuation of the Enterprise and Entrepreneurial activity at Staffordshire University post July 2011, when the current tranche of funding is due to end. This will include assisting the PMEE in seeking further continuation funding for the Enterprise and Entrepreneurship projects.

The enterprise and entrepreneurship team is a small team. Although each member has a specific focus to their job role, it is important, particularly in the context of the developing role of enterprise & entrepreneurship, that appropriate levels of collegiate working and mutual support operate within the team, including appropriate cross-cover arrangements and response to peak work-load requirements. This post will need to work closely with the PMEE and POEE in particular to ensure co-ordination of activities.

5. **Person Sought**

Education	E	D
Business Qualification in finance, operational management, marketing or similar at GCSE level or above.	X	
Qualified to Degree level.		X
Work Experience	E	D
Experience of working within a busy and pressurised office environment including a proven track record of meeting deadlines.	X	
Experience of financial management including reporting mechanisms for a sizeable externally funded project.	X	
Recent experience of working on European projects, particularly ERDF.	X	
Experience of working on externally funded projects & maintaining related ongoing administration for all aspects of a project.	X	
Marketing and promotional experience including front line event organisation and a broad range of marketing activities.		X
Working knowledge of business start-up and enterprise support.		X
Previous experience of working in the Higher Education Sector.		X
Specific skills, aptitudes/ knowledge	E	D
Excellent organisational skills.	X	
Ability to work on own initiative.	X	
Team focused individual.	X	
Attention to detail.	X	
Numerate	X	
Ability to remain calm under pressure.		X
Customer focus and service.	X	
Broad knowledge of MS Office, e-mail, internet.	X	
Personal Qualities	E	D
Outgoing, friendly and approachable individual.	X	
'Can do' attitude and willingness to be flexible.	X	
Communication skills	E	D
Excellent written communication skills.	X	
Excellent oral communication skills.	X	
Good presentation skills.	X	
Other	E	D
Commitment to the University's mission and delivery of the University Plan.	X	
Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University.	X	

6. **Special Conditions**

This is a permanent, part-time position (0.6FTE) working 22.2 hours per week.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

There is a requirement to travel to other locations which may be by use of a car.

This post is part funded by the European Regional Development Fund.

Date Job Description Revised

January 2010

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Please note that CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS:
8.00am on 25 JANUARY 2010**

Interviews for this post will be held on either 8 or 9 February 2010

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.