UNIVERSITY of BRADFORD

Job Description

ENTERPRISE COMMUNICATIONS AND ENGAGEMEMENT ADMINISTRATOR

Bradford-Renduchintala Enterprise Ecosystem



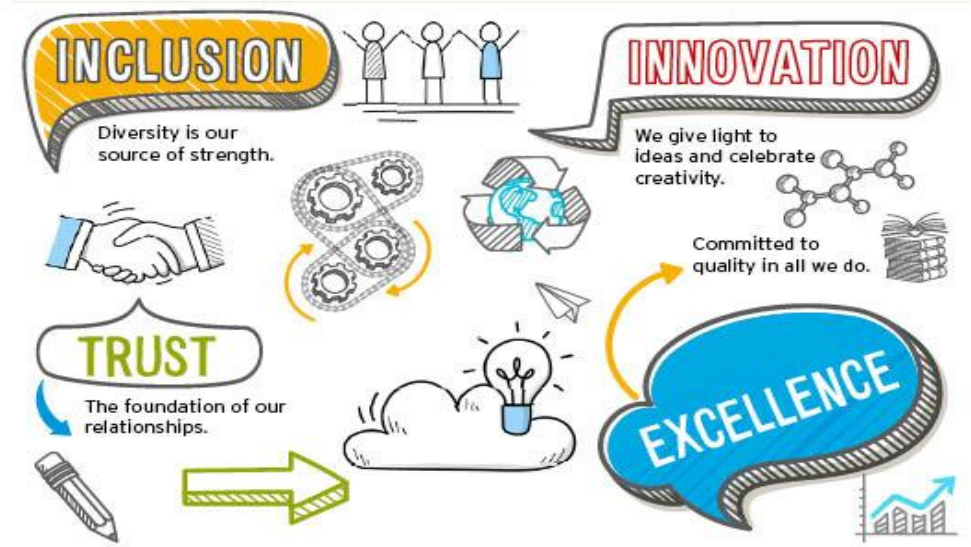
Brief summary of the role

Role title:	Enterprise Communications and Engagement Administrator
Grade:	5
Faculty or Directorate:	Professional Services
Service or Department:	Research, Innovation and Business Engagement Entrepreneur Development Team
Location:	University of Bradford Campus
Reports to:	Enterprise Creation Manager
Responsible for:	N/A
Work pattern:	Full time

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	Level 2 qualification (eg GCSE) in English and Math's, or equivalent experience
Desirable	Marketing-related qualification

Experience, skills, and knowledge

Essential	• strong IT skills including proficiency in Windows based software (i.e. Excel, PowerPoint, Word and Outlook); • experience of using social media and developing promotional material • experience of working to external deadlines; • experience of dealing with a wide range of people, identifying and resolving their queries in a professional manner; • relevant administrative experience in a busy office environment; • strong organisational skills; • clear written and oral communication skills

	• dealing with non-standard queries; • managing confidential and sensitive information in a professional manner; • ability to plan and organise own workload and manage conflicting deadlines with limited supervision; • accuracy and attention to detail.
Desirable	• experience of working in a HE / Enterprise Support environment • experience in a marketing- or communications-related role • experience of having managed finances and accounts • existing links to local community or links with enterprise support organisaitons • website management experience • experience of generating podcast and/or video content

Personal attributes

Essential	• friendly, helpful and confident manner; • ability to engage with people from a broad range of social, cultural and educational backgrounds • flexibility and ability to deal with changing priorities;

	• a supportive and inclusive role model in the team; • commitment to high quality professional service; • self-motivated and willing to take on new challenges; • understanding of the University's commitment to Equality and Diversity.
Desirable	• creativity and willingness to experiment

Main purpose of the role

- Develop and promote the Bradford-Renduchintala Enterprise Ecosystem (BREE) brand and associated programmes, managing awareness amongst key potential beneficiaries (students, staff, community). Facilitate internal and external marketing communications, events and competitions to enable increased student, researchers, staff and community engagement.

- Provide administrative support for the promotion of, recruitment to, and delivery of programmes for prospective entrepreneurs. Manage Entrepreneurs' Lounge(s) as a centre to support entrepreneurs and host diverse events.

- Facilitate financial and stakeholder management of selected BREE programmes through timely and competent administration of purchasing, expenses claims and client records, following University policies, procedures and guidance at all times.

- Provide diary and other administrative support to the wider Entrepreneur Development Team and BREE leadership.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Lead creation of content and co-ordinate on-campus communications, including website, promotional material, on-campus displays and messaging, and social media, in support of the BREE.

2. Initiate activities to promote BREE programmes (e.g. workshops, mentoring, team building), activities and events to students, staff, researchers, and community members to ensure high levels of uptake and diversity of involvement

3. Initiate and manage on-campus and community-based events that inspire, educate, celebrate success, promote and maximise engagement with BREE.

4. Manage Entrepreneurs' lounge (a hub supporting entrepreneurs) and associated events, as a space which inspires and actively supports entrepreneurs, and facilitates networking opportunities. Actively facilitate the Entrepreneur Development Team’s management of strong networks amongst entrepreneurs, potential mentors and partners, funders etc. for the benefit of current and prospective founders.

5. Working with the Enterprise Creation Manager, establish and recognise a network of capabilities that support an enterprise ecosystem.

6. Working with Enterprise Creation Manager, initiate and manage enterprise competitions for students, staff and community members.

7. Support the Enterprise Creation Manager in outreach activities and maintaining ongoing strong relationships with partner organisations through competitions, events and external communications. Ensure high levels of engagement in the community with BREE. Highlight areas of need and opportunities for new programmes in support of the community.

8. Work with Finance and the BREE Director to maintain clear financial accounts for BREE, monitoring expenditure in line with agreed plans, and drawing managers' attention to any items of concern. Maintain awareness of subcontractor contracts, raising and resolving administrative issues with the Finance department.

9. Lead the coordination of Accelerated Entrepreneurship programmes for Students, Community, and Staff. Support Open Innovation workshops for researchers and SMEs. This includes facilitating networking events and running briefing and selection sessions.

10. As a member of the BREE team, act as an advocate for enterprise and entrepreneurship as both an educational and career pathway, helping to build a more entrepreneurial culture at the University.

11. Provide administrative and direct support where required to Enterprise Creation Manager and, subject to capacity, to other members of the Entrepreneur Development and BREE leadership teams. This may involve the regular servicing of formal committee and/or programme and project management meetings.

12. As a university citizen, supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)