# **University of Sunderland**

Role profile

### **Job title:**

Entrepreneurial Development Coordinator

### **Grade:**

### D

### **Department:**

### Centre for Graduate Prospects | Teaching & Learning

### **Location:**

Sunderland campuses

### **Reports to:**

Entrepreneurial Development Manager

### **Working hours:**

37 (part time possible 0.8FTE)

### **The role:**

As an Entrepreneurial Development Coordinator, you will be motivated by the belief that every student has the potential to achieve lifechanging success and make a society-shaping impact.

This role will support the embedding of employability and enterprise across the University of Sunderland, and the creation of confident and motivated students who develop into professional, adaptable, and engaged graduates with rich and rewarding life and career prospects, by ensuring that:

* Students and graduates are supported to develop entrepreneurial skills based on innovative ideas that have the potential to create new businesses or improve existing ones.
* All students understand and develop entrepreneurial and innovation skills in an inclusive way, supporting students from underrepresented, marginalised and excluded groups.
* Student self-efficacy is developed through supported learning by doing, prototyping, test trading and fail-fast opportunities as part of a supportive and safe peer-to-peer community.

### **The responsibilities**:

* Co-ordinate the work of CfGP ideas, practice, and business incubation spaces, including the delivery of coaching, advice and guidance to entrepreneurial students and graduates both inside and outside of the curriculum.
* Liaise and work with CfGP colleagues to research, design and deliver curricular and co-curricular innovation activities/events which inspire students to adopt an enterprising mindset, develop key critical thinking, as well as creative problem-solving skills in relation to real world problems linked to the UN Sustainable Development Goals.
* Creating and managing a safe and positive group learning environment in which individuals and the group can understand, learn, and practice new skills.
* Work closely with early trading start-ups as they come towards the end of their incubation period; reviewing their outgoing needs and formulating appropriate responses to support their transition; including signposting to onward co-working or support services.
* Research, design and deliver innovative entrepreneurial learning experiences and materials for use centrally and in specific discipline/sector contexts.
* Work closely with CfGP colleagues to deliver outputs to deadline, and propose and implement revisions to strategy, approach, and target setting.
* Gather feedback from clients on the work of the incubator, evaluate and analyse the resulting data, and maintain mutually beneficial relationships with previous incubator users.
* Recommend and implement improvements to processes and approaches, particularly in relation to customer service.
* Network internally and externally to promote the offer and ensure services stay up to date and informed about the changing nature of the local and national entrepreneurial support ecosystem.
* Support the University in its commitment to improving and increasing the graduate prospects of our students through high quality employability and enterprise interactions.
* To develop links and relationships with the wider University community and external stakeholders to communicate and increase awareness of the CfGP’s agenda.
* Perform other such duties as the Entrepreneurial Development Manager may from time to time require.

**Special circumstances:**

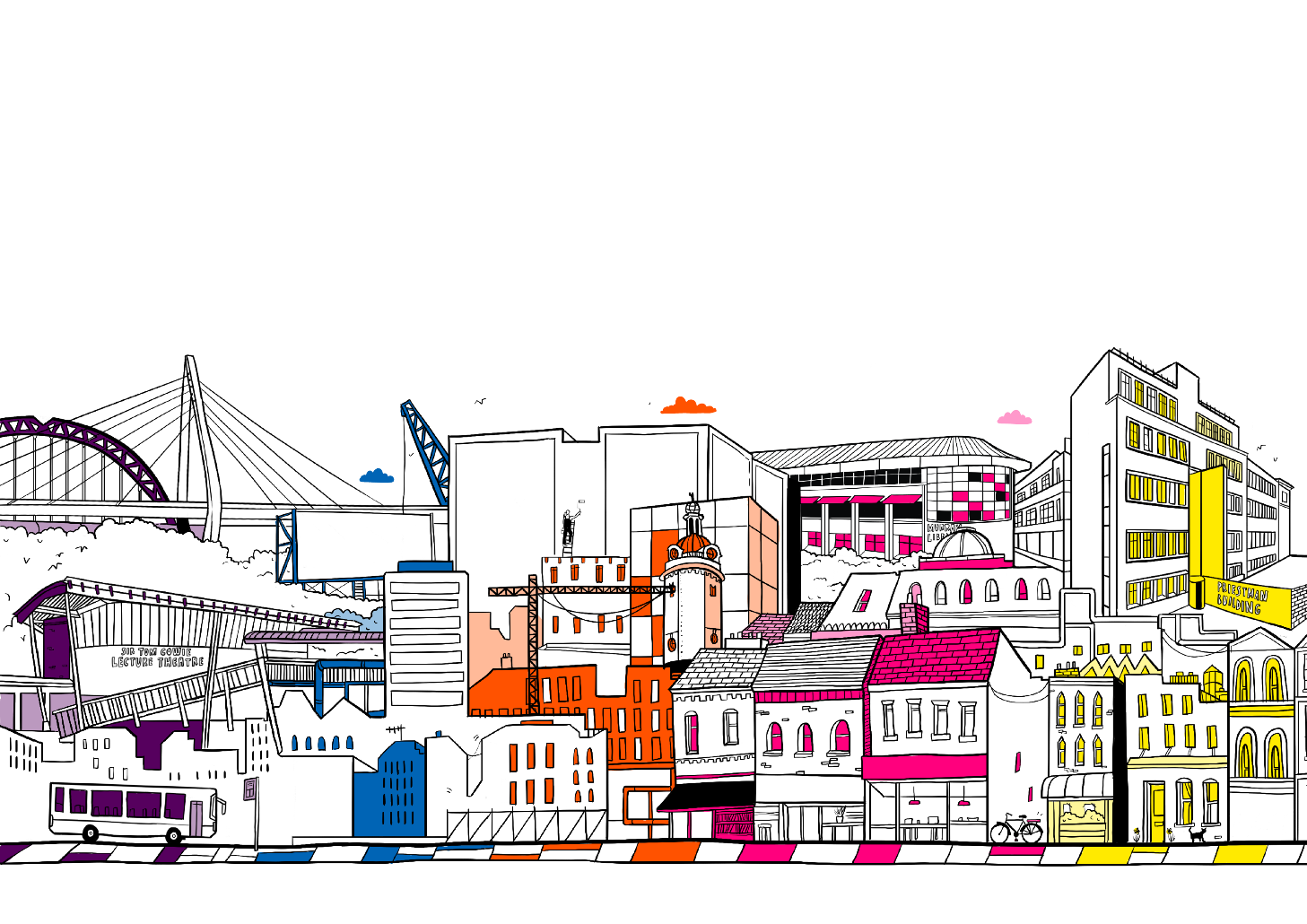
Expected to attend and participate in occasional evening and weekend working, and travel nationally and internationally when required.

### **The benefits:**

At The University of Sunderland, we are committed to creating a work environment where you can truly thrive. We recognise that our success is built on the dedication and talent of our people, which is why we have developed a benefits package designed to support you in every aspect of your life.

From generous annual leave and enhanced pay for important life events like maternity, paternity, or adoption, to flexible work options that help you balance life’s demands, we’ve got you covered. Our benefits also include access to our award-winning staff support networks, confidential employee assistance, discounts on major retail brands, leisure activities, travel to work, and more.

At Sunderland, we’re not just offering a job, we’re offering a place where you can grow, connect, and feel truly valued.



# **Who we’re looking for**

### Your qualifications include:

* First Degree or equivalent qualification, or significant relevant experience
* Professional qualifications/memberships related to business administration, advice, coaching and mentoring, education and training, enterprise and/or entrepreneurship. **(desirable)**

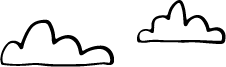
### Your experience includes:

* Knowledge and experience of managing and delivering support programmes for innovators, freelancers, entrepreneurs and/or start-up businesses.
* Experience of effectively and empathetically delivering key information; both on a one-to-one basis and in group workshop delivery.
* Proven experience of providing mentoring and/or coaching and facilitating constructive peer-to-peer relationships.
* Experience of collating and reporting on key data across a variety of mediums, including excel spreadsheets and written reports.
* Experience of working to set targets and outputs within a given timeframe.
* Experience of working in a Higher Education environment. **(Desirable)**
* Experience of working on externally funded projects. **(Desirable)**
* Knowledge and understanding of graduate employability and enterprise and the role they play in the decision making and development of students and graduates. **(Desirable)**

**What we’re looking for**

Your expertise includes:

* Able to work unsupervised and use own initiative in making key decisions in the delivery of work.
* Excellent organisational skills with an ability to prioritise key tasks.
* Client orientated with the ability to provide an engaging, motivating and high- quality customer experience.
* Proven effective time-management skills and good attention to detail.
* Evidence of an enterprising and continuous improvement mindset, always seeking opportunities to understand impact and improve personal practices.
* Able to work collaboratively as part of a team and contribute to a high performing culture across diverse groups.
* Evidence of successfully engaging others through compelling written and engaging oral communication skills.
* Proven track record in developing rich working relationships with a variety of internal and external stakeholders.
* Analytical and problem-solving skills with the ability to deliver accurate work to time, within periods of competing priorities and to high levels of customer satisfaction.



**Culture Framework:**

Our Culture Framework presents the way we do things at the University of Sunderland. It is a living document of our culture. It supports how we apply ourselves at work and it helps with our approach to making decisions and working with each other.

It is woven into all our people policies and procedures, supporting how colleagues are managed, recognised, and developed. Our values are our shared principles as an institution. We undertake actions to make them come to life. If you decide that a career with us is perfect for you, then these principles will lead and motivate your work every single day.



**INCLUSIVE**

We celebrate our diverse culture where everyone's contribution is welcomed and valued.

What role models do:

RESPECTFUL - Understand differences & respect Individuality

AUTHENTIC - Strive for honest & genuine interactions

DIVERSITY CHAMPIONS - Invite & listen to the views & opinions of others



**INSPIRING**

We will provide an inspiring, enterprising, and empowering experience for our students and staff.

What role models do:

ENTHUSIASTIC - Bring pride to the work we do, championing the work of others and our University

ENCOURAGING - Motivate & support others through meaningful feedback

LIFE-LONG LEARNERS - Continually seek opportunities to develop & share learning with others



**INNOVATIVE**

We value people for their creativity and update our knowledge and practice to enhance the student experience and improve our institutional performance.

What role models do:

CREATIVE - Look inside & outside of the University for inspiration

CURIOUS - Open to ideas, asking questions & challenging respectfully

SOLUTIONS FINDERS - Look for ways to continually improve & taking risks to make it happen



**COLLABORATIVE**

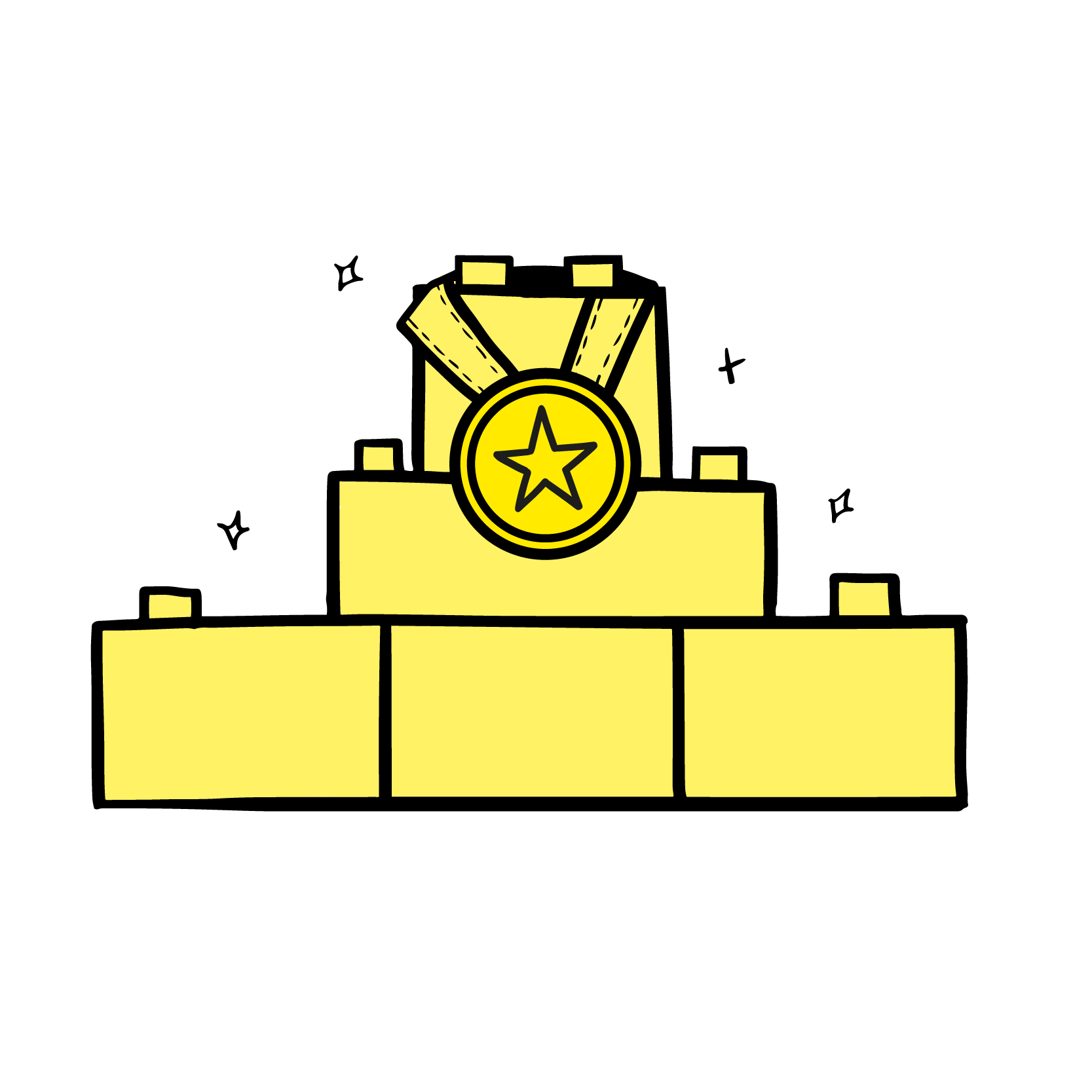
We work together as a community with our partners and build lasting relationships to achieve our shared ambition.

What role models do:

ACCOUNTABLE - Take ownership of our own work and our impact on others

COMMITTED - Share information and knowledge with others

RELATIONSHIP BUILDERS - Work effectively in our own teams but also involve others outside of our immediate teams or the University



**EXCELLENT**

We strive for EXCELLENCE in all that we do in teaching, learning, research and knowledge exchange, as well as in the services we provide to students and to each other.

To enable us to be excellent, we seek to act in ways that are INCLUSIVE, INSPIRING, INNOVATIVE & COLLABORATIVE.