

JOB DESCRIPTION
Faculty Enterprise Coordinator
Vacancy Ref: N651

Job Title: Faculty Enterprise Coordinator	Present Grade: 5S
Department/College:	Faculty Enterprise Centre, Faculty of Arts & Social Sciences
Line Manager:	Faculty Manager
Day-to-day reporting to:	Faculty Enterprise Officer
Supervisory responsibility for:	None
<p>Other contacts</p> <p>Internal:</p> <p>The post-holder is required to liaise with and coordinate activities with a number of internal staff:</p> <ul style="list-style-type: none"> • Members of the Enterprise Centre Team • Members of the Faculty Office team • Support staff in FASS Departments • Administrative and support staff in Facilities and Central Services, for instance in relation to event bookings, catering, etc <p>Key contacts within these teams will be:</p> <ul style="list-style-type: none"> • Professor Chris May (Associate Dean for External Relations & Enterprise) • Joe Buglass (Faculty Enterprise Officer) • Frank Dawes (Knowledge Exchange Fellowships Coordinator) • Kate Dunbavan (Faculty Placements Officer) • Charlotte Stuart (Project Manager, Enterprise Partnerships) • Jemma Evans (Faculty Manager) <p>External</p> <ul style="list-style-type: none"> • Attendees of Enterprise Centre events – e.g. staff and students of other universities, members of the business community, etc • Guests and visitors to the Enterprise Centre • Third party suppliers of procured services 	
<p>Main Duties:</p> <p>Role Summary</p> <p>The overall function of this position is to work with the Associate Dean of External Relations & Enterprise and other members of the Faculty Enterprise Team to coordinate and administer the information, activities, communications and events associated with the Faculty Enterprise Centre. A high level of customer service is expected in all aspects of the role.</p> <p>1. LIAISON</p> <ul style="list-style-type: none"> • Act as a first point of contact for the Faculty Enterprise Centre; dealing with queries where possible, otherwise re-directing to the appropriate person. • Liaise effectively with internal and external contacts, and assist with the organisation of visits to the Centre by visitors both internal and external. • Respond to enquiries from external organisations and representatives and assist in the communication between the Faculty Enterprise Centre and the wider University (students and staff). <p>2. ADMINISTRATIVE SUPPORT FOR FACULTY ENTERPRISE CENTRE</p> <ul style="list-style-type: none"> • General administration and secretarial support to the Faculty Enterprise Centre staff including arranging travel, accommodation, meeting rooms and general catering for the Enterprise Centre and visitors. 	

- Draft, co-ordinate and assist in the preparation of marketing material, presentation materials and the maintenance of the Faculty Enterprise Centre website; aligned to the University's marketing and promotional strategies and liaison with the University's web team as appropriate.
- Maintenance of the Faculty Enterprise Centre's Customer Management system.
- Service meetings, including preparation of meeting papers, creation and distribution of agendas, and taking minutes.
- Assist and support in the preparation and delivery of conferences and workshops, producing relevant materials and website support.
- Maintain shared administrative systems relating to the Faculty Enterprise Centre.

3. PA TO ASSOCIATE DEAN FOR EXTERNAL RELATIONS & ENTERPRISE

- Provide a high level confidential and professional PA support service to the Associate Dean of External Relations & Enterprise.
- Maintain a daily schedule (electronic) of the Associate Dean's commitments.
- Arrange and coordinate all appointments and meetings for the Associate Dean.
- Prepare all papers, in advance, for attendance at meetings and other commitments.
- Prepare documentation as requested by the Associate Dean.
- Make all logistical arrangements, including travel, for the Associate Dean.
- Correspond with PhD students of the Associate Dean to arrange appropriate supervision.
- Ensure that information of a confidential nature is kept confidential and is not disclosed either inside or outside work.