**Job Title:** Business Networks Officer  
**Vacancy Ref:** N2641

<table>
<thead>
<tr>
<th>Department/College:</th>
<th>LUMS Careers Team / Entrepreneurship &amp; Strategy (ENST)</th>
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<tbody>
<tr>
<td>Directly responsible to:</td>
<td>Head of LUMS Careers/ ENST Departmental Officer</td>
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<td>Supervisory responsibility for:</td>
<td>none</td>
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**Other contacts:**
- **Internal:** Associate Dean for Engagement, LUMS HODs, Leaders in Residence, Entrepreneurs in Residence, Young Leaders, Academic Staff and Department administrative Staff, PET, LUMS Careers, students, Alumni, SBS, LUSU, RES.
- **External:** Owners and leaders in SMEs in UK and nationally, external Speakers, Other Careers Services, AGCAS and Institute of Student Employers.

**The Role Purpose:**
This is a busy and strategically important post to manage the running and development of our Business Network programmes, which includes the Leaders in Residence (LiRs), Entrepreneurs in Residence (EiRs) and Young Leaders Council. The aim of these programmes combined is to establish a network of national and internationally renowned entrepreneurs and leaders, from public, private and third sector organisations. These networks are a valuable asset in terms of delivering inspirational teaching, engagement, research and student support. This role is critical in coordinating the relationship and activities, which take place between our students, University colleagues and the business community.

**Major Duties:**
1. Maintaining and developing relationships with existing and potential Leaders in Residence, Entrepreneurs in Residence, Young Leaders
2. Responsible for effectively creating and supporting opportunities for LUMS students to engage with the network associates and maintaining a database of activities and commitments.
3. To work with the Head of LUMS Careers, the Departmental Officer in ENST and academic colleagues, to raise the profile of the programmes and to develop opportunities for the associates to engage with our international partnerships.
4. To manage regular events that will highlight the impact of these programmes.
5. To develop and manage processes to select, appoint and manage associates to the programmes.
6. To collate and manage expenditure related to activities and events.
7. To manage the programmes’ online presence on the web through both websites and within social media forums.
8. To represent the university at external networking and other events which may require evening attendance.
9. To undertake any other duties, or training and development, appropriate to the grade of the post.