JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Enterprise Manager</th>
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<tr>
<td>Department / Unit:</td>
<td>Research and Innovation</td>
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<tr>
<td>Job type</td>
<td>Full Time, Permanent</td>
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<td>Grade:</td>
<td>RHUL 8</td>
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<td>Accountable to:</td>
<td>Head of Knowledge Exchange and Enterprise</td>
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<td>Accountable for:</td>
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Purpose of the Post

RH Innovation is a new programme launching in 2021 to provide an extensive programme of events, competitions and specialist advice to RHUL students, graduates and local entrepreneurs to develop enterprise skills and set up/run a business. As the first Enterprise Manager for this programme, you will have the opportunity to inspire engagement in enterprise and entrepreneurship at Royal Holloway and guide emerging entrepreneurs in achieving their ambitions.

The role will:

- Provide management oversight of RH innovation, leading the service on a day-to-day basis and ensuring that key KPIs are being delivered.
- Provide leadership for the design and implementation of a new suite of initiatives to guide entrepreneurs through their business start-up journey.
- Act as the first point of contact for local entrepreneurs and RHUL students and graduates interested in developing or already running a business, offering specialist advice and coaching.
- Manage R&I related operations of the newly opened Enterprise Hub based in the College Library, situated at the heart of RHUL campus.
- Support the Enterprise Hub’s events and training sessions for students/graduates who want to learn more about enterprise and gain entrepreneur skills.
- Facilitate the progression of early stage-start up into onward incubation and accelerator facilities across the region.
- Significantly increase the number of student-led enterprises and local entrepreneurs supported.

The post holder will have an in-depth knowledge of the issues faced by entrepreneurs, start-up and small to medium enterprises, and be able to use their specialist networks, knowledge and expertise to facilitate and accelerate individuals’ business growth.
Main Duties and Responsibilities include:

1. Building on your expertise, work alongside the Head of Knowledge Exchange and Enterprise to develop the Royal Holloway Enterprise Strategy focusing on evolving the College’s enterprise ecosystem for staff and students and fostering innovation with industry.

2. Lead the launch of the RH Innovation Entrepreneur, Student Entrepreneur and Founders programmes. Working alongside Royal Holloway academic, careers and alumni colleagues, bring together and develop internal expertise for programme delivery. This will include:
   a. Acting as the first point of contact for graduates and local entrepreneurs wishing to set up, or already running, a business, facilitating engagement in RH Innovation programmes and delivering group sessions, 1:1 appointments and drop in clinics.
   b. Business case development – helping to deliver robust business plans including practical solutions to barriers to growth at all stages of enterprise development.
   c. Funding strategy and financial planning guidance.
   d. Mentoring and coaching entrepreneurs.
   e. Facilitating progression for start-ups to external incubator and accelerator support.
   f. Writing, developing and evolving a comprehensive suite of new and curated online resources to support entrepreneur cohorts.

3. Develop a Royal Holloway Investors’ Network.

4. Build a support and development network to work with internal entrepreneur cohorts, including mentors, coaches and Entrepreneurs in Residence.

5. Proactively identify and secure opportunities for entrepreneur cohorts to access wider support from local, regional and national opportunities.

6. Identify and apply to external funding opportunities to help grow enterprise activities in collaboration with other universities and organisations.

7. Coordinate key events including introductory session, accelerator days, pitch days, investor days.

8. Act as an ambassador for entrepreneurship and enterprise skills, increasing interest and engagement in entrepreneurialism and awareness of the commercial desirability of enterprise skills.

9. Any other such duties as may be assigned by their line manager that are commensurate with the grade of the post.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.