**MEC Entrepreneurship Champion Roles and Responsibilities**

**Role Description:**

The Masood Entrepreneurship Centre (MEC) are looking to recruit student leaders who have a passion for learning and understanding entrepreneurship and using their knowledge of connections at the University of Manchester to reach out to students about the entrepreneurial ecosystem in Manchester.

The Entrepreneurship Champion Team will support each other and relevant MEC colleagues to promote enterprise activities across the University of Manchester. These Champions will be on a team of at least 10 MEC Entrepreneurship Champions, with scope for the team to grow. Entrepreneurship Champions are expected to ***dedicate around 2 hours weekly*** to this role, with careful consideration to their studies and exams. These posts will work across all University of Manchester School areas and undergraduate level of study (UG), although some roles will focus on a specific School depending on the required work and experiences. There will be potential to work as a collective team on major events and competitions.

**The Opportunity:**

Successful applicants will assist the Enterprise Assistant, Enterprise Officer and the MEC Team with raising awareness of MEC’s support, resources and events alongside how versatile and accessible entrepreneurial skills can be, regardless of discipline and experiences.

Students will assist in the planning, developing, delivery and raising visibility of MEC’s services and support through pop-ups, competitions, and School-specific events. Each MEC Entrepreneurship Champion will focus on generating key contacts, developing internal School relationships, and help in operating and maintaining School focused entrepreneurial ecosystems to deliver services and understanding for a wide range of students. The Entrepreneurship Champion roles will be flexible, multi-faceted, and require in-person and online engagements related to entrepreneurial education and other MEC-related events.

MEC expects that the new Entrepreneurship Champions will play an active role in their respective Faculties and Schools. As a team, the Entrepreneurship Champions must be agile and ready to take on any new challenges to encourage entrepreneurial engagement.

**Main roles and Responsibilities:**

Promoting, developing, implementing, and evaluating any enterprise-related activities or event to support and nurture an interdisciplinary student entrepreneurial ecosystem of resources, support, events, and education at the University of Manchester. Specific responsibilities include:

* Generating student leads within each School, providing feedback to MEC and any clients, assisting with presentation delivery and preparation, and any administrative work related to supporting entrepreneurial programmes, events and/or competitions.
* Maintaining and developing relationships with students, stakeholders, and key members of staff across the University of Manchester and its’ entrepreneurial community. This may include supporting any potential student partners and staff interested in student entrepreneurship and supporting the existing entrepreneurial ecosystem at the University or bringing in new ideas.
* Administrative tasks such as recording attendance at workshops, seminars and events.
* Assisting with promoting the importance of entrepreneurship to show students that being entrepreneurial can help you make a difference in your everyday life, your career and your studies.
* Maintaining a physical presence of the ‘entrepreneurial spirit’ on the University of Manchester’s campuses across all faculties and schools by distributing leaflets, putting up posters, assisting with MEC, Champion-created or our partners (SU, Companies) events.
* Professional development, personal projects and ongoing training for skills and career development.
* Any additional tasks resulting from an agile and dynamic workspace.

**Planning, Problem Solving, and Organisational Duties:**

* Entrepreneurship Champions will work collaboratively with the MEC Team and others throughout the University of Manchester.
* Entrepreneurship Champions will work on a weekly basis, providing updates on events and engagements through shared workspaces such as MS Teams, Zoom, Miro Boards and the University share sites. There is an expectation to follow an established procedure but MEC is open to suggestion for further innovations.
* The Entrepreneurship Champion team will meet weekly and will update the MEC Team and wider University team on at least a monthly basis.
* Entrepreneurship Champions may need to manage their own workloads for the completion of any solo projects. In most cases, Entrepreneurship Champions will work together and will be responsible for particular aspects of a wider project. The focus here is to complete delegated project tasks while having a wider impact on any overall project and programme successes. Entrepreneurship Champions with open and mindful communication is essential.
* Entrepreneurship Champions will receive training on established procedures and follow them when necessary and possible, with a critical eye to innovate and improve any processes.
* Post holders will collaboratively help to solve any Entrepreneurship Champions’ problems and create solutions to problems that may arise.
* Entrepreneurship Champions should have a can-do attitude for independent problem solving and understanding established governance and thus can make independent decisions on when it is necessary to escalate to the MEC Team.
* Entrepreneurship Champions will be working in a fast-paced environment with multiple project-focused chats and other collaborative online workspaces. Entrepreneurship Champions should be able to determine when to decide independently or ask a colleague, the wider MEC team or any partners for a creatively collaborative solution.

**Skills and Attributes:**

To be successful, we are looking for MEC Entrepreneurship Champions who are:

* passionate about entrepreneurship and raising awareness of how useful it is for students in their everyday lives
* friendly, approachable, and happy to help/support students
* able to maintain strong relationships and build on them
* confidence in developing and delivering presentations, events, and projects
* able to prepare and contribute to meetings with the MEC Team, while regularly reporting on any incremental progress of any projects and events

 **Essential Experience, Requirements and Eligibility:**

Open to all Undergraduate students with a demonstrable interest and enthusiasm for entrepreneurship, together with good academic and conduct reports.

**Essential:**

* Currently undertaking an undergraduate degree at the University of Manchester.
* Engaged or interested in entrepreneurship and its’ benefits to people’s lives.
* Experience of facilitating in-person and online events.
* Experience of promoting, creating, and engaging with extracurricular activities and events.

**Desirable:**

* Entrepreneurial experience with the University of Manchester’s ecosystem.
* Experience of working in a University environment.
* Awareness of current social media trends, platforms, and content themes.

**Recruitment Process**

* Fill out the application form here: <https://forms.office.com/r/vfMamX07Mf>
* Short-listing by the Enterprise Assistant and Enterprise Officer.
* 10-minute interview to discuss potential strategies and events you have in mind.