

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Entrepreneurial Lead
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Post Holder	Vacant
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Accountable To	Head of Sector – BCC
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Responsible For	Supporting all students in Borders College with business ideas and start-ups, signposting to support, engaging with regional secondary schools to highlight opportunities in the region and driving forward the implementation of an entrepreneurial campus at Borders College by working with external partners.
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Department	BCC
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Overall Purpose of Job

This is a highly visible role which will serve to promote Entrepreneurship within Borders College and the region, working alongside South of Scotland Enterprise to provide opportunities for our students to generate and explore ideas to start their own businesses locally.

Main Duties and Responsibilities

- To work with students taking part in the programme to help address key challenges and issues by facilitating group and 1-2-1 sessions as agreed with the project team.
- To provide students with inspiration and encouragement as well as providing direction when required.
- Help build key entrepreneurial-focused relationships with businesses throughout the region.
- Help to build a network of suitable mentors and resources to continue working in this space following the conclusion of the project.
- Attendance at internal and external meetings as required
- Organise project-focused events as agreed by the project team to support all sectors of Borders College.
- Maintain own reporting and administration and work with staff to complete this.
- Influence the marketing and promotion of the project using existing resources and current skills.

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To demonstrate Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high-quality standards appropriate to the post
- Develop and maintain professional standards and expertise by demonstrating relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Qualified to SCQF Level 7, or equivalent experience, in a related subject area	E

KNOWLEDGE	Essential or Desirable
Evidence of an understanding of business in the region and innovation.	E
Evidence of an understanding of businesses in the region and their contribution to growth or innovation.	E
Understanding of "The Entrepreneurial Campus: The higher education sector as a driving force for the entrepreneurial ecosystem"	E

EXPERIENCE	Essential or Desirable
Demonstrate experience of successful innovation/entrepreneurial background	E
Experience in managing or supporting businesses	E
Demonstration of influence in the sector	D
Experience in leading a team and engaging with external partners	D

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Strong influencing skills and proven ability of working with industry and building partnerships	E
Excellent communication, presentation and organisational skills.	E
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote Borders College	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	E
Able to plan and anticipate support needs	E
Capacity to work under pressure	E
Ability to work effectively within a team to achieve common goals	E
Have a strong sense of purpose and the drive to achieve agreed goals	E
Ability to maintain a tidy and organised workspace	E

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	E
Commitment to high professional and personal standards of work and conduct	E
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	E

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	E