

**JOB DESCRIPTION**

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| **Job Title** | Business Engagement and Support Manager  |
| **School**  | Royal Docks School of Business and Law (RDSBL) |
| **Grade** | G |
| **Location and Hybrid working status** | University Square Stratford/ Docklands Campus  |
| **Reporting to** | Executive Dean (ED) |
| **Liaison with** | Director of Research Impact & Innovation, Heads of Departments, RDCS.Liaising with small business community across East London and growing a pool of external mentors and facilitators. Working closely with heads of departments, business development and impact and innovation leads and RDCS. |
| **Contract type** | Fixed term for 18 Months Full time  |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**Royal Docks School of Business and Law**

RDSBL’S student body is rich in its diversity; students are drawn from a wide range of backgrounds and age-groups, with a high proportion from low-income groups. We are committed to providing a high quality, innovative, relevant and research-led teaching experience which attracts, engages and develops students, supporting their academic achievement and professional ambitions .

**JOB PURPOSE**

The Business Engagement and Support Manager will play a key role in strengthening the RDBSL’s engagement with the local business community, particularly small and medium-sized enterprises (SMEs). This role will lead the delivery and development of business support programmes such as business incubators, accelerators, and the Help to Grow programme.

**KEY DUTIES AND RESPONSIBILITIES**:

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that a **Business Engagement and Support Manager** may be expected to undertake. This is not an exhaustive list of activities and employees may be asked to undertake other duties which are commensurate with the grade and circumstances.

* Programme Management: Deliver and evaluate a range of business support programmes (e.g., accelerators, incubators, Help to Grow programmes).
* Stakeholder Engagement: Develop and maintain strong relationships with local SMEs, business leaders, industry partners, and internal stakeholders.
* Community Outreach: Serve as a primary point of contact for the local business community, identifying needs and tailoring support offerings accordingly.
* Partnership Development: Build partnerships with local enterprise agencies, chambers of commerce, and government bodies to enhance programme reach and impact.
* Reporting: Produce impact and evaluation reports.
* Mentoring and Advisory Support: Provide guidance and signposting to businesses across various sectors, connecting them to university expertise and resources.
* Event Coordination: Organise and facilitate networking events, workshops, and seminars to enhance knowledge transfer and collaboration.
* Collaboration: Work with academic staff to integrate business engagement into teaching and research, identifying opportunities for collaboration and student involvement.

**PERSON SPECIFICATION**

**KNOWLEDGE AND EXPERIENCE**

Essential criteria

* Proven experience in business development, entrepreneurship, or SME support.
* Strong project management skills and the ability to deliver multi-stakeholder initiatives.
* Knowledge of business incubation, acceleration, or similar enterprise support models.
* Excellent communication and relationship-building skills.
* Understanding of the challenges and opportunities facing local and regional SMEs.
* Ability to work independently and as part of a team.

**SKILLS AND ABILITIES:**

Essential criteria

* Commitment to building networks with business and the professions, and skills associated with maintaining such relationships.
* Commitment to creating an environment for staff and students to thrive, that is inclusive, promotes equality and supports diversity
* Experience working within a university or higher education setting.
* Familiarity with government-funded business support schemes.
* Able to champion UEL core values of Passion, Inclusion, Courage, ensuring they are demonstrated by self and others. Conscientious, such that matters of concern are addressed in a timely way, either directly, raised with the relevant Line Manager or through the relevant processes within the University as appropriate
* Ability to handle complex information sets to bear judgement on their quality and suitability for scrutiny by University Committees

Desirable criteria

* Proven experience in business development, entrepreneurship, or SME support.
* Strong project management skills and the ability to deliver multi-stakeholder initiatives.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

Essential criteria

* Relevant master’s degree and/or equivalent experience, which reflects the nature of the appointment.

Desirable Criteria

* Business Coaching qualification.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!