Job Description

Job Title	Project and Events Assistant – Enterprise Launchpad (Fixed Term Contract)
Department	Careers and Employability - Directorate of Access, Skills and Apprenticeships
HRMS Ref No.	RA1121-25
Role Code	PEADASA
Grade	OS5
Base Location	Exton Park
Reports To	Venture and Volunteering Manager
Direct Reports	None
Date Created	Oct 2025

Job purpose

- To support the planning, delivery, and evaluation of the Enterprise Launchpad programme, a HEIF-funded initiative designed to enhance student and graduate enterprise capabilities, foster regional innovation, and contribute to graduate employability.

- To assist with programme coordination and delivery, stakeholder engagement, event logistics, data collection, and post-programme support, ensuring a high-quality experience for participants and partners.

This projects supports the University's strategic priorities around student experience, civic engagement, and graduate outcomes.

Duties and responsibilities

- Support the organisation and delivery of the 3-day Enterprise Launchpad event and associated networking activities.
- Assist in the promotion and recruitment of participants for the Enterprise Launchpad programme.
- Support onboarding processes including communications, logistics, and materials preparation for attendees, facilitators and presenters
- Coordinate with internal and external stakeholders including students, graduates, entrepreneurs, SMEs, and partner institutions to identify attendees and presenters and support the delivery of a comprehensive programme.
- To be actively involved in the planning of the Enterprise Launchpad programme, making suggestions and recommendations based on research, successes and feedback from students.
- Responsible for the creation and quality control of promotional materials relating to the explanation, promotion and delivery of the Enterprise Launchpad as required. Examples of

such materials will include copywriting for flyers, brochures, social media posts, corporate and portal website content, CareerHub content, presentation slides and emails.

- Provide administrative support for mentor clinics, workshops, and pitch competitions.
- Help manage the digital freelancer marketplace, including listings and user support.
- Collect and input data for monitoring KPIs such as participant engagement, venture creation, and income generation.
- Collect and analyse feedback to evaluate the effectiveness of the scheme.

- Assist in the dissemination of programme outcomes via social media, website updates, and partner communications.

- Support the collection of case studies and testimonials in a range of media to demonstrate impact and support funding or expansion.

- Contribute to the set up of post-programme incubation activities including monthly meetups and digital toolkit distribution.

- Provide a high level of customer service to all participants and stakeholders. This will involve acting as a point of contact on the content, delivery and organisation of Enterprise Launchpad activity, taking ownership of routine and complex queries, answering enquires on a daily basis relating to the work of the role holder and the wider work of the department and maintaining accurate records.

- Plan, prioritise and organise their own workload to achieve agreed objectives. This will involve taking independent decisions as well as knowing when to refer to the Venture and Volunteering Manager, as appropriate.
- Maintain accurate records and documentation to support evaluation and reporting.
- Take ownership of personal and professional development, identify CPD needs and take actions to progress.
- To be an effective member of the Student Success Team, which includes sharing best practice and making collaborative decisions with colleagues, to ensure changes to operational processes are implemented in order to achieve improved operational efficiency across the department
- To participate in and to contribute to external networks, such as AGCAS ASET, NASES and other relevant professional bodies and contributing to the wider work of the Directorate of Access, Skills, and Apprenticeships
- Demonstrate a sensitive approach to colleagues, students and industry contacts and utilise personal knowledge and understanding of support and guidance available both at the University and the wider community, to those that need it. To be particularly sensitive to those that are in crisis and respond according.
- To contribute to activities delivered by the wider department of Careers and Employability as required.
- To undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post

The postholder will be expected to contribute to a culture of inclusivity, innovation, and continuous improvement.

Training and support will be provided to ensure familiarity with programme tools, systems, and objectives.

See person specification, below, for more details.

General duties

- To uphold and comply with all University's policies and procedures, including those relating to:
  - Equality, Diversity and Inclusion
  - Health and Safety
  - Data Protection and IT Security
  - Safeguarding
  - Sustainability
- To support the creation of a culture that is highly performance focused and built on a foundation of fairness, diversity, belonging and inclusivity. The role holder is expected to show sensitivity to colleagues and stakeholders of the University.

Person Specification

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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Methods of assessment:
A = Application Form, **I** = Interview/Assessment Tests, **P** = Pre-Employment Checks

Selection Criteria	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
Educated to 'A' Level standard (or equivalent)	E	A
KNOWLEDGE AND EXPERIENCE		
Relevant experience within an administrative role	E	A/I
Experience of working in a Higher Education environment	D	A/I
Strong IT skills (to include Microsoft Office packages)	E	A/I
Experience of working with students or young people	D	A/I
Experience of event coordination or project support	D	A/I
Understanding of enterprise, entrepreneurship and employability in a higher education context	D	A/I
SKILLS AND PERSONAL ATTRIBUTES		
The ability to plan and prioritise own work, co-ordinate with the work of others and use resources effectively	E	A/I
Effective communication skills, both written and verbal demonstrating a high level of attention of detail	E	A/I
The ability to work effectively with others as a competent team member as well as independently	E	A/I
Ability to solve standard problems in accordance with procedures	E	A/I
Experience of building and maintaining relationships with stakeholders	E	A/I
SPECIFIC JOB REQUIREMENTS		
Willingness to work from different University sites as required	E	I

UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT

DASA – CAREERS & EMPLOYABILITY
PROJECT AND EVENTS ASSISTANT – ENTERPRISE LAUNCHPAD
FIXED TERM CONTRACT UNTIL 26TH JUNE 2026

SALARY SCALE
University Scale OS5, points 15 - 18, £26,093 - £28,031 per annum payable monthly in arrears.

HOURS OF WORK
Monday to Thursday   9.00am - 5.30pm
Friday   9.00am - 4.30pm (less one hour lunch break each day)
A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT
In addition to statutory Bank/Public Holidays and Christmas Closure days, staff are entitled to 22 days annual leave per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis), rising to 27 days after five years' continuous service.

MEDICAL EXAMINATION
Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES
Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME
The University operates two pension schemes for support staff:
- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by AVIVA.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY
The University operates a No-Smoking policy.

PROBATIONARY PERIOD
A nine months' probationary period applies to all University posts.