



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Pre-Start Business Advisor, SPARK (Student Opportunities)



Salary: Grade 6 (£27,511 - £32,817 p.a.)

Reference: SESSP1232

We will consider job share and flexible working arrangements

Pre-start Business Advisor SPARK, Student Opportunities

Do you have a passion for enterprise within higher education? Are you driven by helping young entrepreneurs? Do you want to see people succeed at business?

Spark Business Start-up is part of the Student Education Service and Enterprise at Leeds, providing a wide range of excellent and innovative support to help students and recent graduates set up and run their own businesses. As part of the University's commitment to delivering an exceptional student experience, and in recognition of its critical role in supporting student and graduate entrepreneurs, Spark are recruiting additional staff.

Spark is a small multi-disciplinary team that supports students through primarily time limited, focused interventions. In addition to individual appointments the service offers a comprehensive group and entrepreneurial workshop programme, incubation facilities, networking opportunities and the Start Up visa.

You will be committed to working collaboratively within a multi-disciplinary team, confident in assessment and risk management of early stage business proposals and it is essential that you are enthusiastic about focused, short-term interventions in enterprise. Using your professional training and drawing on your experience and knowledge, you will manage a varied and complex caseload of students and recent graduates, provide initial assessments and appropriate interventions, including delivering focussed group sessions.

We welcome and encourage applications from all sections of the community. Our aim is to reflect the University's diverse and vibrant community and ensure we are as welcoming and accessible as possible to all students. We will select the best candidate solely on the basis of merit and ability to do the job.

What does the role entail?

As a Pre-Start Business Advisor your main duties will include:

- To support students and graduates on their entrepreneurial journey by providing information and advice related to the Spark offering and the first steps



of business planning in order to prepare them for meeting with Business Advisors when appropriate;

- Where applicable encourage students and graduates to make use of Spark opportunities such as the Spark Workshop Programme;
- Create and implement a process for registering and collecting relevant information from students and graduates that are new to Spark. Update CRM/Databases as appropriate;
- Work closely with the International Office and Student Business and Incubation Manager to monitor Start-Up Visa sponsorship ensuring regulatory compliance;
- To specialise in offering advice to International students on opportunities within the UK including current Start-Up Visa availability and regulations;
- Deliver group networking and learning opportunities to students where appropriate in response to areas in high demand;
- Planning, co-ordinating and supporting delivery of events including the Enterprise Boot Camp;
- Arranging visits and meetings with key external stakeholders to benefit enterprise at Leeds;
- Research and monitor previous Spark students and graduates and their business trajectories to report on the historical impact of Spark;
- Keep up to date with developments and opportunities in business start-up and labour markets locally and further afield;
- Engage in and promote networks and relationships with key external stakeholders;
- Maintaining key internal relationships with senior academic colleagues and contacts across campus;
- To drive continuous improvement in working towards the university strategy through working with Business Advisors, Spark management and the wider network;
- Representing the Spark team at relevant university and external events such as University Open Days and conferences such as the IEEC;
- Take responsibility for managing your own workload;
- Produce management reports as required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Pre-Start Business Advisor you will be/have:

- Educated to degree level or substantial relevant work experience;
- An ILM qualification grade 5 or above in Coaching & Leadership or equivalent;
- Experience supporting early stage businesses;
- Excellent organisational, planning and time management skills;
- Excellent interpersonal skills with the ability to build relationships;
- Excellent verbal and written communication skills;
- Ability to flexible, proactive and resourceful;
- Experience working in the Higher Education Sector;
- Excellent IT skills and be proficient in use of Microsoft Office products, particularly Word and Excel;
- Experience of organising and supporting meetings.

You may also have:

- Experience working with International clients.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Kairen Skelley, SPARK Business Start-up Manager

Tel: +44 (0)113 343 8355

Email: k.skelley@leeds.ac.uk



Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post may require a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

