



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Social Venture Hub Manager

**Department/Division:**  
Research and Innovation

**Accountable to:**  
Research Innovation Manager

| Competency   | Criteria  | E/D |
|--|---|-----|
| <b>Knowledge and Experience - Training and Development</b> | Previous experience of designing and/or delivering a training programme.  | E   |
|  | Experience in educational design.   | D   |
|  | Experience in identifying needs of training course participants.  | D   |
|  | Ability to plan a curriculum, based on an initial audit of existing materials and user needs.   | D   |
| <b>Knowledge and Experience - Social Ventures</b>          | An understanding of the university venture ecosystem.   | E   |
|  | Experience of setting up a social venture or teaching/supporting social entrepreneurs.  | E   |
|  | Interest in social entrepreneurship and current trends.   | D   |
|  | Good knowledge of social entrepreneurship topics, including Theory of Change, legal structures, social business models and impact investment.                           | D   |
| <b>Stakeholder engagement</b>                              | Experience building relationships with different types of organisations.  | E   |
|  | Ability to quickly build and maintain relationships with existing stakeholders and partners.  | E   |
|  | Experience working with a consortium of institutions.   | D   |
|  | A strong network of partners in the social venture ecosystem, including trainers, entrepreneurs, and investors.   | D   |
|  | Experience procuring external consultants, in particular to deliver training. For example, identifying suitable consultants, building relationships and writing briefs. | D   |
|  | Experience in setting up an advisory board and supporting   | D   |



|   |   |                                     |
|---|---|-------------------------------------|
|   | meetings.   |                                     |
| <b>Communication and interpersonal skills</b> | <p>Strong communication and interpersonal skills.</p> <p>Excellent written and oral communication skills, including the ability to outline a clear training programme.</p> <p>Ability to provide regular reports to line manager and ImpactU governance group.</p>  | <p>E</p> <p>E</p> <p>E</p>          |
| <b>Project Management</b>                     | <p>Experience in supporting a project to completion, setting an initial strategy and plan, implementing the project and monitoring progress.</p> <p>Experience managing multiple consultants to deliver outputs.</p> <p>Ability to report progress to a governance group.</p>   | <p>E</p> <p>D</p> <p>E</p>          |
| <b>Organisational Skills</b>                  | <p>Organisational skills, with the ability to support a large project, including delivering outputs on time and on budget.</p> <p>Ability to exercise initiative and make decisions.</p> <p>Ability to prioritise workloads</p> <p>Ability to provide regular updates to wider team members, securing feedback for improvement.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> |

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**