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: Entrepreneurship Programme Manager

Department/Division: LSE Generate, Research and Innovation
Accountable to: Head of Generate

Competency	Criteria	E/D
Communication Skills	Excellent client-facing skills with an ease in working with different stakeholders, welcoming new parties and responding to queries and challenges with confidence	E
	Excellent written and oral communication skills, including the ability to communicate face to face with a broad range of internal and external stakeholders including senior colleagues	E
	Ability to communicate in a diplomatic and tactful manner with people at all levels and from a wide variety of backgrounds.	E
	The ability to deal discreetly with confidential matters	E
Knowledge and Experience	University degree in management, business or a related field or extensive on-the-job experience in a fast-paced business environment or an entrepreneurship development programme in a similar role	E
	Extensive knowledge of the entrepreneurial ecosystem and how the various players operate.	E
	An overall solid technical understanding of business creation and growth and an ability to signpost where necessary	E
	Advanced IT skills – MS Office: Word, Excel, Outlook, Slack	E
	Previous experience of working in Higher Education, preferably within an innovation, impact, and/or entrepreneurial capacity.	D

	Previous experience of designing, managing and delivering entrepreneurial programmes, incl. setting up and optimising operational procedures, collaborating with various stakeholders and analysing programme effectiveness.	E
	Experience in marketing programmes or other products/ services with a proven record of creating clear messaging and finding effective marketing channels to attract users/ customers	D
	Experience of working within impact-driven entrepreneurship and producing impact reports	D
	Experience in developing and inputting data into CRM databases, and ability to produce reports and statistics from them	D
Networking	Examples of maintaining contacts and developing new ones, internally and externally	E
	Examples of day to day liaison with a range of seniour stakeholders, internally and externally	E
Service Delivery	Experience of providing a high quality, professional standard of service	E
	Experience of providing information accurately and promptly to internal and external customers	E
	Proven analytical and problem-solving capability, incl. ability to use initiative to make suggestions about improvements to service delivery. Experience in delivering programmes over time, measuring their effectiveness and optimising programme design based on the feedback	D
Planning and organising	Ability to effectively organise own workload and use of initiative and judgement to solve operational challenges without recourse to senior management	E
	Experience of working to competing deadlines and demands, to prioritising multiple tasks whilst maintaining attention to detail and accuracy	E
	Evidence of excellent organisational skills	E

	Ability to effectively maintain records electronically and on paper	E
	High degree of accuracy and attention to detail	E
Teamwork and Motivation	Experience of participating in, and actively contributing to a team	E
	Proven people management skills, e.g. delegation, training, performance – maybe we can say proven	E
	A flexible, helpful and positive attitude.	E
Investigation, Analysis and Research	Ability to research information using a variety of sources, and present information when necessary	E

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.