

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Enterprise Innovator
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Post Holder	
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Accountable To	Joanne George – Curricular and Learning Manager Business, Events and Tourism
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Responsible For	Embedding enterprise within the curriculum
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Department	
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Overall Purpose of Job
Working creatively with curriculum staff to embed enterprise within the curriculum.

Main Duties and Responsibilities
<p>CORE KEY ACCOUNTABILITIES:</p> <ul style="list-style-type: none"> • To work with Curriculum and Learning Managers to identify and embed enterprise into curricular delivery • To support the curriculum in the delivery of enterprise through innovative approaches to delivery including online • To work with partner organisations such as Bridge 2 Business, Y.E.S., Business Gateway and the Scottish Institute of Enterprise . • To implement the findings of Scottish Governments ‘Enterprise & Skills Strategy’ within Borders College • To have an awareness of legislative and sustainability issues which may affect enterprise activities and advise staff/students accordingly • To source and submit funding applications for enterprise activities • To source and deliver a range of online materials to develop student enterprise activities • To organise, co-ordinate and manage Enterprise Challenge events with the curricular teams and the Students Associations as appropriate • To work with the Marketing Team to raise awareness and the promotion of enterprise activities • To implement Borders College ‘Market Stalls’ initiative • To arrange motivational guest speakers and/or entrepreneurs to speak to students about their career and entrepreneurial journey as part of an aspirational induction event • To source opportunities for students to gain work placement, meet entrepreneurs and attend external events <p>• Developing Skills:</p> <ul style="list-style-type: none"> • Requisition and/or prepare materials for skills development session as specified within job outline • Set up workshops/tutorial areas • Provide skills demonstrations

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- **Supervise and support learners**
- Interact with students to monitor knowledge and understanding
- Provide constructive feedback to learners on their performance
- Maintain an environment which is conducive to learning
- Support learners in the use of IT and specialist equipment

- **Assessment:**
- Observe and assess students practical skill levels and their knowledge and understanding as it relates to the practical activity
- Record results on assessment registers and other formal documentation such as Candidate Achievement Records
- Assess workplace performance
- Submit results to support service and where appropriate employers and/or training providers
- Maintain records of group student attendance and achievements

- **Course Team Duties:**
- Participate in Course Team meetings and Quality Check Meetings and provide feedback on issues impacting upon the student experience

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

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PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	SCQF Level 9 in a Business Discipline	E

KNOWLEDGE		Essential or Desirable
	Ability to form motivating relationships with learners	E
	Awareness of strategies to engage learners	D
	Understanding of enterprise and business start up	E
	Knowledge and understanding of the Scottish Governments 'Enterprise & Skills Strategy'	E

EXPERIENCE		Essential or Desirable
	Previous experience in working with entrepreneurs on enterprise activities	E
	Experience of developing online delivery materials	D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Flexibility and adaptability	E
	Well organised	E
	Friendly, confident and outgoing	E
	Can demonstrate creativity and innovation skills	E