



Part Time Student Enterprise Co-ordinator (Fixed Term)

Job Summary

Robert Gordon University (RGU) is an innovative, inclusive, impactful and professionally focused university, with an established record of excellence in learning and teaching and a Gold rating in the UK Teaching Excellence Framework. RGU was recently named University of the Year at The Herald Higher Education Awards 2026, recognising the University's impact, achievements and contribution to its students, communities and the wider economy.

Through its Roadmap 2030, RGU has set an ambition to become a leading UK work-integrated university. This means strengthening the connection between academic learning, professional practice, industry engagement and the skills students need to succeed in a rapidly changing world of work. Developing entrepreneurial and innovative mindsets is central to this ambition, enabling students not only to create new ventures, but also to identify opportunities, solve problems and lead innovation within existing organisations.

Research, Innovation & Enterprise (RIE) plays an important role in delivering this ambition by connecting students and academic staff with businesses, public and third-sector organisations, investors and the wider innovation ecosystem. Through these relationships, RIE supports the translation of ideas into practical applications, new enterprises, partnerships and positive economic and social impact.

Student entrepreneurship is an important part of RGU's distinctive student experience and its commitment to employability and work integrated learning. Building on the strong legacy established by the Entrepreneurship and Innovation Group (EIG) since 2018, RGU is committed to extending the reach and impact of enterprise activity so that students from every discipline have the opportunity to develop entrepreneurial skills, confidence and experience.

EIG has established a strong foundation of enterprise programmes, entrepreneurial learning, start-up support and external partnerships. Its

contribution was reflected in RGU's recognition as the only Scottish university nominated for the Times Higher Education Entrepreneurial University of the Year Award in 2020. The Student Enterprise Co-ordinator will help build on this legacy, increasing student participation and ensuring that enterprise and entrepreneurship are embedded across the curriculum and wider student experience.

The Student Enterprise Co-ordinator will play a key role in ensuring that students from all disciplines can realise their entrepreneurial potential. The role will support students to develop the creativity, confidence and entrepreneurial capabilities needed to create new ventures, introduce innovation within existing organisations and enhance their future employability.

You will be a highly organised and proactive professional, educated to degree level (or with equivalent relevant experience), with excellent communication and relationship-building skills. You will have experience of delivering projects, programmes or services within a complex organisational environment, effectively managing competing priorities, and handling confidential information with professionalism, sound judgement and discretion.

This role is part time, working 21 hours per week and fixed term until 31 July 2027.

In keeping with RGU's commitment to work/life balance you will have the opportunity to work from home for a portion of the working week and also benefit from a generous pension scheme, 46 days annual leave (including statutory days) an onsite nursery and sports centre, as well as a range of voluntary health and travel benefits.

Job Description

RESPONSIBLE TO: Director of Research, Innovation & Enterprise (RIE)

RESPONSIBLE FOR: No supervisory responsibility

PURPOSE OF POST:

To co-ordinate and support the delivery of student enterprise and entrepreneurship activity across RGU, providing students from all disciplines with opportunities to develop entrepreneurial skills, knowledge, confidence and capabilities.

PRINCIPAL DUTIES:

- Inspire and support a vibrant, inclusive community of student entrepreneurs and innovators.
- Work collaboratively with academic schools to embed enterprise and entrepreneurship within the curriculum and the wider student experience.
- Co-ordinate the delivery and promotion of extra-curricular enterprise programmes, workshops, events, competitions and business-start-up support.
- Develop effective relationships with internal colleagues and external partners to expand the range, reach and quality of enterprise opportunities available to students.
- Provide guidance and practical support to students who are exploring ideas, developing new ventures or participating in external enterprise programmes & National competitions.
- Lead the delivery of the Student Innovation Challenge, with a particular focus on Work Integrated Learning and the ambitions of RGU's Roadmap 2030.

Person Specification

ESSENTIAL REQUIREMENTS

Qualifications and Professional Memberships

- Educated to first degree level, or equivalent/substantial relevant work experience

Knowledge and skills

- Ability to multi-task and cope with changing priorities
- Excellent judgment, tact, discretion when dealing with confidential matters
- Strong interpersonal skills and ability to communicate effectively

Experience

- Experience of working in a higher education, public sector, research, or similarly complex organisational environment.

- Experience of delivering projects, services, or programmes against agreed objectives and deadlines.
- Experience of building effective relationships with a range of internal and external stakeholders.
- Experience of managing competing priorities and working independently with minimal supervision.
- Experience of communicating complex information clearly, both verbally and in writing.
- Experience of contributing to continuous improvement and implementing changes to processes or practices.

DESIRABLE REQUIREMENTS

Qualifications and Professional Memberships

- Further education in Economics / Business Administration, particularly entrepreneurship or innovation and business administration

Knowledge and skills

- Knowledge of the enterprise environment in the Scotland
- Team player, goal oriented with leadership skills
- Knowledge of office management principles and procedures
- Effective verbal and written communication skills in English
- Strong computer skills (MS office package, and web applications, etc.)
- Written/Spoken/Conversational Proficiency in English

Experience

- Relevant business experience preferably working with or in start ups or a start up support environment
- Experience in preparing various statistical reports and data analysis
- Track record of involvement in enterprise / start-up activity

Behaviours

Behaviour 1: Communication – Experience of receiving, understanding and conveying information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 2: Service Delivery - Experience of exploring and adapting a service to meet customers' expectations and identifying ways of improving standards

Behaviour 3: Team Development- Experience of providing advice or guidance to others delivering training or instruction to others on specific tasks or activities

Behaviour 4: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Salary: 35608.00 - 38784.00 GBP per Year

Position Type: Part Time , Fixed Term 21.0 Hours per Week