

Enactus Corporate Relations Executive

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role: Enactus Corporate Relations Executive
Manage the relationship between Enactus Bath and all the business advisers.

Department: Student Enterprise, Students' Union Development

Duties and Responsibilities: Specific

- Act as the main point of contact for our Support Network: communicate on a regular basis with our Business Advisors, University Advisors, Local Project Partners, and Alumni about the progress and needs of the team;
- Organise and Chair Business Advisory Board Meetings: schedule, plan, and deliver BAB meetings that are useful for our Business Advisors and our Enactus Team. With the help of our Enterprise Coordinator, identify members for the Advisory Board and organize two BAB meetings /semester;
- Communicate with mentors: keep constant communication with your mentor. Also, link with BAs and Alumni to get them to mentor key individuals, like project leaders of new projects and new committee members;
- Seek out advisers from local businesses, community groups, charities depending on the team's needs;
- Communicate Opportunities from our Members: communicate and promote exciting opportunities from Business Advisors and sponsor companies, such as Internships, Placements, Graduate Jobs, Recruitment Events, Networking Sessions, etc.;
- Organise opportunities for Business Advisors to deliver training sessions to the Enactus Team at least once per semester;
- Submit mandatory monthly CRE reports to Enactus UK;
- Participate in CRE training;
- Meet with Enactus Programme Manager when they make campus visits.

All Enactus committee members will be required to:

- support Enactus promotional activities: Freshers Week, Refresh Week, competitions, social projects
- Attend regular committee meetings and Enactus socials

Time Commitment:

Minimum 2 hours per week, but will need to be flexible

Venue:

Virgil Building, 18 Manvers Street

Responsible to:

The Enactus committee
SU Activities Officer
Student Enterprise Coordinator
Student Development Manager

Opportunity:

To develop your employability skills through hands-on projects that make a positive impact in the local community.

Benefits:

- Meet creative and enterprising students
- Attend training provided by corporate partners
- Network with local and national mentors
- Receive support from a dedicated mentor
- Enhance your CV and get fast tracked for placements and graduate jobs

Useful previous experience/skills needed:

Some previous experience in publicity and social enterprise is desirable, but not essential

Training and Support:

- Support from the Student Enterprise Coordinator
- Dedicated mentor
- Various training sessions available from SU

	Skills Training <ul style="list-style-type: none"> • Specific role training • Enactus training
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Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked X)

Teamwork*	X	Delegation	X	Financial Management	
Verbal Communication*	X	Negotiation	X	IT	
Written Communication*	X	People Management		Organisation/Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*	X	Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	X

*Skills required for the Bath Award