



# IMPACT

## Centre for Growth Coordinator

**Reference:** R220296

**Salary:** £23,487 to £25,627 per annum. Grade 6, depending on experience

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## Job Purpose:

Aston Centre for Growth, at Aston Business School, designs and delivers business support programmes for SMEs (face to face and online) and provides other business support opportunities for entrepreneurs, as well as start-up and incubation support to student and graduate businesses. The fast-paced and productive Centre has a small team of 10-15 people. The programmes currently delivered by the Centre for Growth team include, Aston Programme for Small Business Growth, Help to Grow: Management, Minerva Birmingham Pitch Up, BSEEN (Birmingham Skills for Enterprise and Employability Network) and Aston Business Mentoring Programme. The Centre also occasionally delivers shorter bespoke programmes in collaboration with external partners.

The Centre works alongside leading research centres ERC (the national Enterprise Research Centre) and CREME (Centre for Research into Ethnic Minority Entrepreneurship). Through these centres of excellence Aston has built a significant role in the West Midlands region and nationally in promoting inclusive growth through impactful research and business engagement. Aston was awarded both University of the Year by the Guardian and THE Outstanding Entrepreneurial University in 2020.

The Centre Coordinator is a key member of the team, providing essential coordination of the administrative support for the centre, and administrative support to the Centre's Directors and Head of Business Support Operations. This includes admin support for the delivery of programmes and enterprise activities such as preparing materials and making venue arrangements, managing the day-to-day finances on Agresso (the University's finance database), dealing with enquiries from potential participants, supporting the processing of applications/registrations and providing administrative support and diary management to the Centre Director the Associate Centre Director and the Head of Business Support Operations within the Centre for Growth.

## Main duties and responsibilities

### Admin Support

- ▶ Provide admin support to the Centre for Growth team including the Director, Associate Director and the Head of Business Support Operations.
- ▶ Manage the diary of the Director and Associate Director and make appointments for them as appropriate including making travel arrangements and hotel bookings when necessary.

### Financial Administration

- ▶ Manage finances on a day-to-day basis, being the team lead on Agresso (Aston University finance database), setting up new suppliers, raising requisitions and invoices.
- ▶ Keep details of financial transactions, monitor when suppliers have been paid, handle queries regarding payments and provide regular reports on progress to the senior team.

### Office Management

- ▶ Manage all IT issues for the team, including liaison with Aston's IT support regarding equipment, software, website and applications, and ensuring adequate backup of files and information.
- ▶ Manage stationery orders, courier and parcel despatch for the team.
- ▶ Manage office facilities and resources including furniture, equipment and supplies.

### **Programme Delivery Support**

- ▶ Be the team expert on the use of Microsoft Office Publisher and PowerPoint, and produce materials for workshops, meetings and events. Prepare meeting papers and take meeting notes when required.
- ▶ Act as the first point of contact for programme participants and support in registration/application/onboarding processes.
- ▶ Provide support for the successful delivery of centre events, for example booking rooms, refreshments etc.

### **General**

- ▶ Contribute to supporting the recruitment of entrepreneurs and business leaders for business support programmes, and event management.
- ▶ Support other team members at busy times by answering enquiries from potential applicants and from programme participants.
- ▶ Undertake further duties as required from time to time to provide support for the Centre and for the Centre Directors.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Education to A level	Application form
<b>Experience</b>	<p>Substantial experience of providing administrative support to a small team within a dynamic working environment.</p> <p>Experience of working in a busy office environment.</p> <p>Experience of communicating effectively with a wide range of people in a business context (for example team members, project partners, clients and other stakeholders).</p>	Application form, interview
<b>Aptitude and skills</b>	<p>Proficient in standard Microsoft packages (Word, Outlook, Excel, Publisher, PowerPoint and Teams)</p> <p>Proactive and able to work collaboratively within a team in a supportive manner.</p> <p>Committed to the principles of equality, diversity and inclusion.</p> <p>Excellent organisational skills coupled with the ability to be flexible and respond as directed when necessary to changing and competing demands.</p> <p>Excellent attention to detail</p> <p>Customer focused approach and the ability to work in and engage with a continuous improvement team culture.</p>	Application form, interview
<b>Other</b>	Willingness and availability to attend evening and breakfast events, and occasionally travel to events elsewhere in the UK.	Application form and Interview

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	Educated to degree level ECDL	Application Form
<b>Experience</b>	Experience of coordinating online delivery using virtual learning platforms such as Blackboard Collaborate and Canvas for example.  Experience of diary management for a senior academic or executive  Experience of working in an academic research environment	Application form, and interview
<b>Other</b>	Knowledge of business support programmes or University administration	Application form, and interview

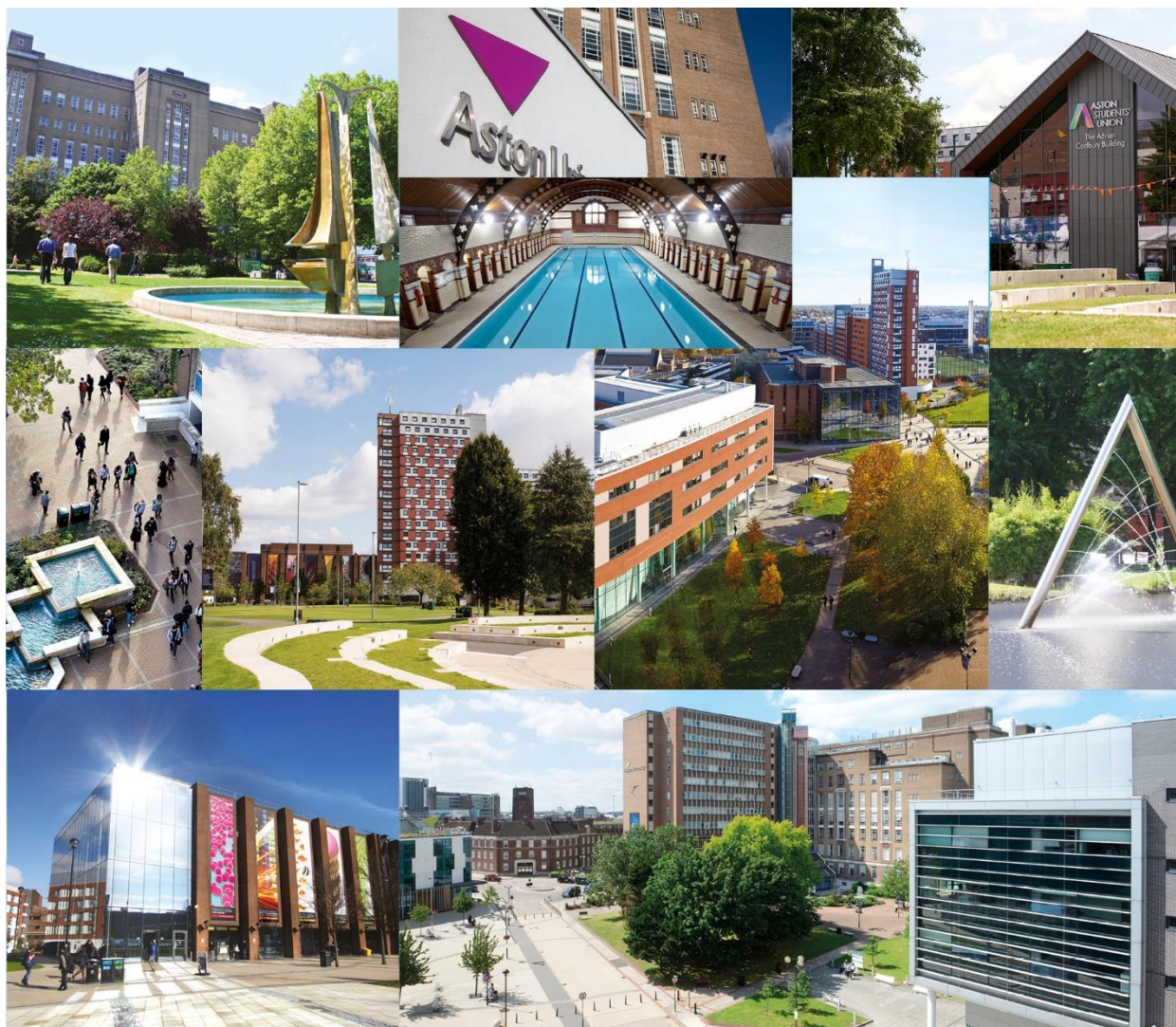
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



## Contact information

### Enquiries about the vacancy:

Name: Kate Angel

Job Title: Head of Business Engagement Operations

Email: [k.angel@aston.ac.uk](mailto:k.angel@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they are applying for is listed as an exception under the act.

### Eligibility to work in the UK:

#### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens) need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

#### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa** <https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.  
<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

**Aston University**  
**Birmingham**  
**B4 7ET, UK.**  
**+44 (0)121 204 3000**  
**aston.ac.uk**



**Where change  
gets real.**