

Job Description – Ara Manager

Position This job description covers the responsibilities and duties of entré’s Ara Manager.

Context Entré is a student-run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO & COO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

Eligibility Criteria

- Recommendation that members of the entré Executive are not on any other club executive/committee’s due to the workload and to ensure commitment to entré.
 - The role will be subject to a 90-day trial period – for the Ara Manager the trial period commences on 1 February.
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Role

Reports to: CEO
Responsible to: CEO

The role of the Ara Manager is to organise and promote all of entré’s key events to be held at Ara. It is a key role, working with the Ara Management Representative, CEO, COO, Events’ Manager, Marketing Manager, Content Creator, Communications & PR Manager, Competitions Manager, Start-Up Challenge Manager and the UCE Co-ordinator.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Forward thinking
 - Dedicated
 - Initiative with tasks and duties
 - Have a positive attitude
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Key Skills

The key skills required by the Ara Manager are:

- Team player
 - Highly organised
 - Creative and innovative thinking
 - Work within budget constraints and can be creative with resources
 - Works well under pressure
 - Presentation skills
 - Ability to build relationships
 - Ability to set and follow up on deadlines
 - Works well under pressure
 - Good communication skills
 - Comprehensive understanding of Ara and ways to engage Ara students
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Key Duties

Key duties that are part of this role include (but are not limited to):

- Assist the events team with event organisation & support for entré events at Ara, including:
 - Clubs Day (term 1)
 - Other events and competitions that will also be held on Ara campus
- Advocate entré at Ara events
- Promote key events and competitions on the Ara Campus, including:
 - Clubs Day
 - Launch
 - Sponsors' Breakfast & Functions
 - End of Year entre Ceremony
 - Napkin Challenge
 - Start-Up Challenge
 - Recruitment
- Give presentations on entré at Ara lectures, as appropriate
- Communicate with CEO & Ara Management representative on a regular basis
- Connect with staff on Ara campus and engage them in entre activities

- Research how to make events & competitions relevant to Ara students and make recommendations
- Increase Ara student engagement with entré
- Meet regularly and work closely with the Marketing Manager and Marketing Associate
- Coordinate with Competitions Manager & Start-Up Challenge Manager on competitions
- Communicate clearly and effectively to a broad range of students
- Commitment to entré's Health & Safety policies and practices, complete documentation (where required) and report any incidents to the HR Manager
- Attend weekly team meetings
- Attend entré events
- Work with the incoming team member and the UCE Co-ordinator to ensure a smooth hand over period and effect transfer of knowledge and information