



entré

Job Description – Start-Up Challenge Manager

Position This job description covers the responsibilities and duties of entré's Start-Up Challenge 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, Lincoln & 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, outgoing member of management 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

- Applicants must be a student enrolled and studying towards a degree or diploma at the University of Canterbury, Lincoln or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
 - 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 Start-Up Challenge Manager the trial period commences on 1 February.
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Role

Reports to:	COO and CEO
Responsible to:	COO
Reports:	Start-Up Associate

The role of the Start-Up Challenge Manager is the planning and implementation of entré's flagship competition; the Start-Up Challenge. It is a key role, working with the business community, Director & Incubator Manager at the Centre for Entrepreneurship, Competitions Manager, CEO, COO, CFO, UCE Co-ordinator and external stakeholders.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Team player
 - Vision and creativity
 - Highly organised and strategic planner
 - Assumes management responsibility
 - Have a positive attitude
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Key Skills

The key skills required by the Start-Up Challenge Manager are:

- Project management skills
 - Ability to work within budget constraints
 - Works well under pressure and ability to set and follow up on deadlines
 - Excellent attention to detail
 - Creative and innovative thinking
 - Relationship building skills
 - Excellent communication skills – both written & verbal
 - Presentation skills
 - Have an understanding about how to start a venture
 - Passionate about entré's Start-Up Challenge & entrepreneurship
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Key Duties

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

- The planning, coordination and running of all aspects of entré's flagship Start-Up Challenge
- Working throughout the year to ensure that all aspects of the Start-Up Challenge are well organized
- Work with the Marketing Manager and Marketing Associate to promote the Start-Up Challenge
- Act as the main point of contact for competition entrants & qualifying teams by responding to enquiries
- Assessing qualifying teams commitment to the competition and identify ways to encourage the finalists to make the most of the opportunity
- Work with the, Associate, COO & Centre for Entrepreneurship's Director to select and place judges and mentors
- Keep in regular communication with judges and mentors

- Create and keep a constant line of communication open with the Centre for Entrepreneurship's Director throughout the duration of the competition
- Plan and implement entré's Start-Up Challenge workshops with the support of the associate. This includes identifying & securing speakers, booking venues, catering & AV requirements, providing accurate and timely post event reports, working within budgets set by the CEO & CFO and setting up venues for the workshops Support the Competitions Manager to ensure that all competitions reach the same objectives
- Work with and manage the Start-Up Associate
- Passing on regular information on the competition to the Marketing Manager and UCE Co-ordinator for posting on the www.entre.co.nz website
- Advise qualifying teams of health & safety requirements
- Work with the HR Manager to complete required Health & Safety documentation for the Start-Up Challenge
- Commitment to entré's Health & Safety policies and practices 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