

Job Description – Competitions Manager

Position This job description covers the responsibilities and duties of entré's Competitions 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, 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

- Applicants must be a student enrolled and studying towards a degree or diploma at UC 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 Competitions Manager the trial period commences on 1 February.
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Role

Reports to:	COO
Responsible to:	COO
Reports:	Competitions Associate

The role of the Competitions Manager is to plan and implement entré's entrepreneurial competitions. This role will work with the Competitions Associate, COO, Start-Up Challenge Manager and external suppliers.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Vision and creativity
 - Strategic planner
 - Highly organised
 - Works well under pressure and to deadlines
 - Attention to detail
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Key Skills

The key skills required by the Competitions Manager are:

- Highly organized and proactive
 - Administrative & management skills
 - Ability to take initiative and self-motivate
 - Ability to set and follow up on deadlines
 - Creativity
 - Creative and innovative thinking
 - Good communication skills
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Key Duties

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

- The planning and coordination of all aspects of entré's entrepreneurial competitions, currently called:
 - Napkin Challenge (term 1)
 - Term 3 competition (term 3)
 - Term 4 competition (term 4)
- Manage and work with the Competitions Associate
- Create new competitions alongside the Competitions Associate, and while in communications with the Start-Up Manager to ensure any new initiatives are compatible with the Start-Up Manager
- In term 2 and 4 work with the Start-Up Challenge Manager who is responsible for the planning and coordination of the Start-Up Challenge and provide support as needed
- Work with the Marketing Manager and Marketing Associate to promote entré's competitions
- Passing on up to date information on the challenges/competitions to the Marketing Manager and UCE Co-ordinator for posting on the www.entre.co.nz website

- Work with the HR Manager to complete required Health & Safety documentation for competitions
- 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