

JOB DESCRIPTION

Job title:	Mayor's Entrepreneur Intern
Grade:	London's Living Wage – (£ p/h)
Directorate:	Development, Enterprise & Environment
Unit:	Environment Team

Job purpose

The Mayor's Fund for London is working in partnership with the Greater London Authority on the Mayor's Entrepreneur project.

The Mayor's Entrepreneur Intern roles will support the Mayor's Entrepreneur Delivery Team over the autumn and <http://www.london.gov.uk/entrepreneur> spring terms with a particular focus on promoting the competition, and establishing and maintaining a local network at assigned university.

Principal accountabilities:

1. To assist in promoting the competition to London students, student societies, lecturers and other university staff
2. To coordinate a university specific network of contacts
3. Keep in regular contact with central Mayor's Entrepreneur delivery team
4. To coordinate leaflet distributions at the assigned London university
5. To coordinate briefing presentations in lectures at the assigned London university
6. Assist in reminding staff contacts about the competition through follow up phone calls
7. Assist with training workshops and events
8. Assist in recruiting students to attend workshops and events
9. Assist in creating social media and other web content to advertise the competition such as videos, images, quotations, blogs and interviews
10. Tweeting/posting daily opportunities to drive traffic to the site

11. Manage staff and resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards
12. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams
13. Realise the benefits of London's diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London's communities.

Key contacts

- Principal Programme Officer, Programme Manager, Environment Team
- Senior Project Officer, Programme Coordinator, Environment Team
- Training consultants
- University staff
- University society committees

Accountable to:

- Principal Programme Officer, Programme Manager, Environment Team

Accountable for: N/A

Person specification

Technical requirements/experience/qualifications

- Must be working towards a qualification at a London university
- Good oral and written communication and presentation skills and ability to encourage buy in from students from a range of disciplines
- Good organisational skills
- Ability to use a range of office software and social media platforms
- An understanding of sustainability would be beneficial but is not essential

Behavioural competencies

Building & Managing Relationships

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals

Level 1 indicators of effective performance

- Builds rapport quickly with people at all levels and from different backgrounds
- Makes others feel comfortable and respected by being positive and friendly
- Shares information openly with colleagues within and outside own team

Stakeholder Focus

..... is consulting with, listening to and understand the needs of those our work impacts and using this knowledge to shape what we do and manage others' expectations.

Level 1 indicators of effective performance:

- Demonstrates an enthusiastic and 'can do attitude' to all requests
- Provides timely, accurate and personalised responses
- Provides a polite and helpful first point of contact for stakeholders
- Learns from feedback to improve personal service to others

Communicating and Influencing

..... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us

Level 1 indicators of effective performance:

- Represents self and team positively within the organisation
- Speaks and writes clearly and succinctly using appropriate language that is easy to understand
- Considers the target audience, adapting style and communication method accordingly
- Communicates persuasively and confidently

Research and Analysis

..... is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits

Level 1 indicators of effective performance

- Uses a variety of methods and sources to gather relevant data and information
- Checks accuracy of data and information before using it
- Focuses on the research goal working in a systematic way

Working Patterns

Successful candidates will be employed by the Mayor's Fund and seconded to the Greater London Authority. Working patterns are half a day a week. Morning or afternoon slots can be agreed with the successful candidates to fit around lectures.

