

Role: Head of marketing

Department: Union of Students

Duties & Responsibilities:

- Liaise with the union's marketing department to advertise and promote events
- Keep the Enactus section of the website up to date
- Ensure Enactus Derby Social Media is kept up to date
- Maintain the publicity of Enactus
- Actively help to organise and promote all events hosted by Enactus Derby
- Liaise with all Enactus Derby projects to ensure that promotional activity is timed and planned effectively.

Time commitment:

Varying depending on the time of year

Responsible to:

Enactus Derby Committee & VP Activities

Ideal Personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Passion and knowledge of social media
- Good team player
- Creative
- Knowledge of copywriting
- Knowledge of marketing strategies

Opportunity:

- A unique opportunity to be a part of the team that supports and encourages Enactus
- A great networking opportunity with Enactus UK sponsors
- Gain and develop skills in marketing

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of producing adverts, posters and more.
- Relevant training and on-going personal development
- Qualify towards futures award
- Gain experience in industry work

Beneficial previous experience:

- Experience in marketing particularly on social media
- Computer literate
- Graphic design knowledge

Training and support:

- You will have access to a wide range of training by the Union including training conference and multiple skills-based workshops

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*Written Communication

*Verbal Communication

*Delegation

*I.T.

People Management

Negotiation

*Teamwork

*Time Management

Financial Management

*Decision Making

*Organisation / Planning

*Marketing

Role: Head of HR

Department: Union of Students

Duties & Responsibilities:

- Supporting the union with recruitment and interviewing of potential new members
- Communicating information between the committee and members
- Assisting in problem solving and conflict resolution
- Assisting in planning and implanting training for committees and members
- The main point of contact for complaints and questions

Time commitment:

Varying depending on the time of year

Responsible to:

Enactus Derby Committee & VP Activities

Ideal Personal Qualities:

- Good communication skills
- Time management
- Pragmatic
- Organised
- The ability to remain calm in stressful situations
- Problem solving

Opportunity:

- A unique opportunity to gain skills and experience in HR management
- To engage with students across a wide range of channels
- Gain skills in managing a team

Benefits:

- Gain a wide range of practical skills
- Relevant training and on-going development

Beneficial previous experience:

- Experience in HR management
- Computer literate
- Conflict resolution knowledge

Training and support:

- As the candidate sees fit as well as general union training

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*Written Communication

*Verbal Communication

*Delegation

*I.T.

*People Management

*Negotiation

*Teamwork

*Time Management

Financial Management

*Decision Making

*Organisation / Planning

Marketing

Role: Head of Enactus

Department: Union of Students

Duties & Responsibilities:

- Responsible for the overall leadership and management of Enactus
- Coordinate activities
- Support other committee members in fulfilling their roles
- The main point of contact for all committee members
- To represent Enactus at events by the Union and Enactus UK
- Support with recruitment and interviewing of new committee members
- Ensure projects are high quality and running smoothly
- Encourage the wider student body to join Enactus
- Arrange and attend meeting with the VP Activities and Activities coordinator (SLS)

Time commitment:

Varying throughout the year with an average of 3 – 5 hours per week

Responsible to:

VP Activities and The Enactus members

Ideal Personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to multitask
- A sense of business

Opportunity:

- A unique opportunity to be a leader in a social enterprise setting, leading community-based projects
- Gain skills in business management
- Networking with partnered businesses and charities

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being a part of a team
- Relevant training and on-going personal development
- Opportunity to participate in the Enactus National Competition Expo

Beneficial previous experience:

- Experience in supporting others
- Experience in leading a team
- Passion for combatting social issues

Training and support:

- You will have access to a wide range of training by the union including training conference and multiple skills based workshops
- Training resources from Enactus UK

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*Written Communication

*Verbal Communication

*Delegation

I.T.

*People Management

*Negotiation

*Teamwork

*Time Management

*Financial Management

*Decision Making

*Organisation / Planning

Marketing

Role: Deputy Head of Enactus

Department: Union of Students

Duties & Responsibilities:

- Responsible for supporting the Head and assisting in all matters under the instruction of the Head
- In the absence of the Head, stepping up and acting as the main contact for all members & Enactus UK
- Conduct all internal executive correspondence, minutes and other clerical requirements of the Executive Committee
- Relay messages from the Union of Students and Enactus UK to members
- Inform project leaders and members about deadlines and events set by Enactus UK

Time commitment:

Varying depending on the time of year

Responsible to:

Enactus Derby Committee & VP Activities

Ideal Personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to multitask
- A sense of business

Opportunity:

- A unique opportunity to be a key figure in a social enterprise

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of producing adverts, posters and more.
- Relevant training and on-going personal development
- Qualify towards futures award
- Gain experience in industry work

Beneficial previous experience:

- Experience in marketing particularly on social media
- Computer literate
- Graphic design knowledge

Training and support:

- You will have access to a wide range of training by the Union including training conference and multiple skills-based workshops

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*Written Communication

*Verbal Communication

*Delegation

*I.T.

People Management

Negotiation

*Teamwork

*Time Management

Financial Management

*Decision Making

*Organisation / Planning

*Marketing

Role: Finance Manager

Department: Union of Students

Duties & Responsibilities:

- Work with other committee members to come up with a budget and to stick to it as much as possible
- Following Union finance procedures
- Reporting to the committee on financial issues
- Tracking all income and expenditure

Time commitment:

Varying depending on the time of year

Responsible to:

Enactus Derby Committee & VP Activities

Ideal Personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to multitask
- Budgeting skills

Opportunity:

- A unique opportunity to be a part of the team that will make social enterprise happen
- An opportunity to manage finances for a student led service

Benefits:

- Financial experience
- Gain a wide range of practical skills that will make you more employable
- Practical experience being part of a team
- Relevant training and on-going development
- Qualify for futures awards

Beneficial previous experience:

- Experience of budgeting
- Experience in planning and running events

Training and support:

- You will have access to a wide range of training by the Union including training conference and multiple skills-based workshops

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*Written Communication

*Verbal Communication

Delegation

*I.T.

People Management

Negotiation

*Teamwork

*Time Management

*Financial Management

*Decision Making

*Organisation / Planning

*Marketing

Role: Head of Engagement (known as VP engagement by Enactus UK)

Department: Union of Students

Duties & Responsibilities:

- Responsible for the engagement between the Enactus committee, schools, advisors and members
- Be the key connection between your team and your support network
- Promote Enactus to students
- Ensure all members are linked to a project or developing their own and support them to make this happen

Time commitment:

More hours required at key periods such as Freshers and Refreshers

Responsible to:

Enactus Derby Committee & VP Activities

Ideal Personal Qualities:

- Great organisational skills
- Driven and motivated
- Good communication skills
- Able to multitask
- Able to motivate others
- Experience in social enterprise projects

Opportunity:

- A unique opportunity to be a key figure in a social enterprise setting, leading community-based projects
- To be engaged with the worldwide network of Enactus
- To be engaged with the Union of Students

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience in building engagement
- Opportunity to participate in the Enactus National Competition and Expo
- Gain experience in community work

Beneficial previous experience:

- Experience in partnership working
- Passion for combatting social issues

Training and support:

- You will have access to a wide range of training by the Union including training conference and multiple skills-based workshops

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills (marked *)

*Written Communication

*Verbal Communication

*Delegation

I.T.

People Management

Negotiation

*Teamwork

*Time Management

Financial Management

*Decision Making

*Organisation / Planning

Marketing