

## Cydlynnydd Entrepreneuriaeth

Ysgol/Cyfarwyddiaeth	Swyddog Menter
Adran	Menter
Teitl y Swydd	Cydlynnydd Entrepreneuriaeth
Gradd	O&A4
Yn atebol i	Rheolwr Datblygu Busnes

### Prif Atebolrwydd

Fel sefydliad sydd yn canolbwyntio ar ddiwydiant, mae'r Brifysgol yn amcanu i arwain y sector yn ei ymgysylltiad gyda diwydiant, a chefnogi datblygiad myfyriwr mewn gweithgareddau arloesol ac entrepreneuriaid.

Bydd y Cydlynnydd Entrepreneuriaeth yn cefnogi datblygiad gweithgareddau arloesol ac entrepreneuriaid yn y brifysgol, gan helpu i ddarparu cynigion, gweithgareddau a digwyddiadau menter ac entrepreneuriaid cwricwlaidd ac allgyrsiol.

Bydd y Cydlynnydd Entrepreneuriaeth yn cydweithio a chysylltu'n fewnol i sicrhau agwedd ar draws y brifysgol, ac yn arwain y gwaith o hyrwyddo gweithgareddau i fyfyrwyr o bob maes.

Bydd deiliaid y swydd yn datblygu cysylltiadau mewnol gyda siaradwyr posib, a mentrau busnes i helpu i greu gweithgareddau diddorol ac arloesol i wella sgiliau entrepreneuriaid

Bydd gweithgareddau deiliaid y swydd yn cefnogi'r Tîm Menter i gyflawni ei DPAAu ac amcanion

### Tasgau Allweddol

- Cefnogi datblygiad a gweithrediad mentrau a digwyddiadau mewn perthynas â sgiliau entrepreneuriaid ac arloesedd, i fyfyrwyr, graddedigion, staff a'r gymuned ehangach.
- Bod yn bwynt cyswllt cyntaf i fyfyrwyr, graddedigion a staff yn y brifysgol ar gyfer gwasanaethau entrepreneuriaid
- Ymgysylltu gydag a chefnogi cyfadrannau a staff academiaidd i gynyddu gweithgaredd entrepreneuriaid o fewn y cwricwlwm.
- Ymgysylltu'n allanol gydag entrepreneuriaid llwyddiannus i greu rhestr o fentoriaid ac ymgynghorwyr
- Ymgysylltu a chydweithio'n allanol gyda phrosiectau a mentrau busnes eraill i gynnal digwyddiadau a gweithgareddau ar y cyd.

- Trefnu nifer o ddigwyddiadau a gweithgareddau yn ystod y flwyddyn a chefnogi sgiliau entrepreneuriaidd gyda chymorth y tîm menter ehangach
- Sicrhau bod data yn cael ei gasglu a'i gofnodi yn effeithiol ac effeithlon.
- Dadansoddi data a chreu adroddiadau ar ganlyniadau mentrau, digwyddiadau a phrosiectau ar gyfer Rheolwyr Datblygiad Busnes (BDM) yn rheolaidd.
- Cydlynu'r gwaith o hybu gwasanaethau a gweithgareddau drwy greu a rheoli marchnata ar-lein (y cyfryngau cymdetihasol - FaceBook, Twitter, Instagram etc) a diweddarau'r tudalennau gwe.
- Creu deunyddiau marchnata i hyrwyddo gwasanaethau a gweithgareddau
- Trefnu a chymryd cofnodion/nodiadau mewn cyfarfodydd entrepreneuriaidd mewnol
- Cyfathrebu a chydweithio ar draws y brifysgol i sicrhau bod y gwasanaethau a mentrau entrepreneuriaidd yn cael eu hegluro a'u hyrwyddo i holl fyfyrwyr a staff.
- Helpu gyda darpariaeth barhaus uned deor lwyddiannus i gefnogi myfyrwyr sydd yn cychwyn eu taith hunangyflogedig
- Ymgymryd ag unrhyw ddyletswyddau pellach i gefnogi Strategaeth Menter y Brifysgol ar gais y rheolwr llinell.

## Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli yn eu lle i fodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholsi iechyd a diogelwch y Brifysgol. Yn benodol byddwch yn sicrhau bod asesiadau risg priodol yn cael eu gwneud yng nghyswllt peryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch ar gylchred blynyddol o leiaf ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb cyflogeion yw gweithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Arfarnu, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod wedi'u cefnogi'n ddigonol yng nghyswllt eu cyfrifoldebau yn y gwaith.

Gellir neilltuo dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir newid dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Gellir gofyn i chi weithio ar unrhyw safle Prifysgol Glyndŵr, gyda rhybudd rhesymol.

## Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei gyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol lle bo angen, mewn ymgynghoriad â deiliad y swydd.

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn cwrdd â'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn defnyddio'r meini prawf dymunol i lunio rhestr fer.

## Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol	Ff C	H
		1.2	Sgiliau trefnu rhagorol	Ff C	H
		1.3	Gallu i weithio o fewn tîm a chydweithredu ar draws y brifysgol	Ff C	H
		1.4	Sgiliau cofnodi a rheoli cronfa ddata gwych	Ff C	H
		1.5	Sgiliau TG gwych gan gynnwys Excel a Word	Ff C	H
		1.6	Sgiliau cyfryngau cymdeithasol yn cynnwys Facebook, Twitter, Instagram	Ff C	H
		1.7	Gallu i weithio ar eu menter eu hunain, gan flaenoriaethu gwaith a sicrhau gwasanaeth effeithiol ac effeithlon i fyfyrwyr a graddedigion	Ff C	H
		1.8	Sgiliau ymgysylltu a rhwydweithio da	Ff C	H
		1.9	Y gallu i arddangos creadigrwydd	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Profiad o drefnu digwyddiadau a chystadlaethau.	Ff, C	H
		2.2	Gwybodaeth am y cysyniadau sy'n gysylltiedig ag entrepreneuriaeth/menter	Ff C	D
		2.3	Dealltwriaeth dda o beth yw ymddygiad, nodweddion a sgiliau entrepreneuriaeth/menter	Ff C	D
		2.4	Gwybodaeth am ymgorffori entrepreneuriaeth/menter o fewn y cwricwlwm a phrosesau sicrhau ansawdd mewn addysg uwch	Ff, C	D

3	Addysg a Hyfforddiant	3.1	Gradd Baglor	Ff, T	D
4	Profiad Perthnasol	4.1	Profiad o sefydlu a rhedeg busnes.	Ff, C	D
		4.2	Profiad o drefnu a hwyluso gweithdai, digwyddiadau a chystadlaethau.	Ff C	D
		4.3	Profiad o ddatblygu a defnyddio deunyddiau hyrwyddo	Ff C	D
5	Gofynion Arbennig	5.1	Perthynas ag anghenion a dyheadau myfyrwyr a'r gallu i ymgysylltu â nhw	Ff C	H
		5.2	Y gallu i gyfathrebu yn Gymraeg	Ff, C	D
<b>Dyddiad Adolygu</b>					

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol

# Job Description



## Entrepreneurship Co-ordinator

<b>School/Directorate</b>	Enterprise Office
<b>Section</b>	Enterprise
<b>Job Title</b>	Entrepreneurship Co-ordinator
<b>Grade</b>	O&A4
<b>Reports To</b>	Business Development Manager

### Principal Accountabilities

As an industry-focussed institution, the University seeks to be sector-leading in its effective engagement with industry and to support student development in entrepreneurial and innovation activities.

The Entrepreneurship Co-ordinator will support the development of entrepreneurial and innovation activities across the university, helping to deliver both in-curricular and extracurricular entrepreneurial and enterprise offerings, activities and events.

The Entrepreneurship Co-ordinator will collaborate and liaise internally to ensure a pan university approach and lead the promotion of activities to students across all areas.

The post holder will develop links externally with potential speakers, and business initiatives to help in the creation of innovative and interesting activities to enhance entrepreneurial skills

The post holder's activities will support the Enterprise Team to achieve it's KPIs and objectives

### Key Tasks

- Support the development and implementation of initiatives and events in relation to entrepreneurial skills and innovation, for students, graduates, staff and the wider community.
- Be the first point of contact for students, graduates and staff across the university for the entrepreneurial services
- Engage with and support academic faculties and staff to increase entrepreneurial activity within the curriculum.
- Engage externally with successful entrepreneurs to create a list mentors and advisors
- Engage and collaborate externally with other projects and business initiatives to create joint events and activities

- With support from the wider enterprise team, organise a number of events and activities across the year to enhance and support entrepreneurship skills
- Ensure there is an effective and efficient collection and recording of data
- Analyse data and create reports for the BDM on the outcomes of initiatives, events and projects on a regular basis
- Coordinate the promotion of services and activities through the creation and management of online marketing (social media – FaceBook, Twitter, Instagram etc) and updating the web pages.
- Create marketing materials to promote services and activities
- Organise and take minutes/notes at internal entrepreneurial focused meetings
- Communicate and collaborate across the university to ensure the entrepreneurial services and initiatives are explained and promoted to all students and staff.
- Help with the ongoing delivery of a successful incubation space to aid students who are starting out on their self-employed journey
- Undertake any further duties in support of the University's Enterprise Strategy as may be reasonably requested by the line manager.

## General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Post holders are expected to co-operate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

You may, with reasonable notice, be required to work at any of the Wrexham Glyndŵr University sites.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.



# Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria				
Attributes	Item	Relevant Criteria	Identification Method	Rank
1 Skills & Abilities	1.1	Excellent oral and written communication skills	A I	E
	1.2	Excellent organisational skills	A I	E
	1.3	Ability to work within a team and collaborate university wide	A I	E
	1.4	Excellent record keeping and database management skills.	A I	E
	1.5	Excellent IT skills including Excel, and Word	A I	E
	1.6	Social Media skills including Facebook, Twitter, Instagram	A I	E
	1.7	Ability to work on their own initiative, prioritising work to ensure an effective and efficient service to students and graduates	A I	E
	1.8	Good networking and engagement skills	A I	E
	1.9	Ability to demonstrate creativeness	A I	E
2 General & Specialist Knowledge	2.1	Experience of organising, events and competitions.	A I	E
	2.2	Knowledge of the concepts associated with entrepreneurship/enterprise	A I	D
	2.3	A good understanding of what constitutes entrepreneurial/enterprise behaviours, traits and skills	A I	D
	2.4	Knowledge of entrepreneurial/enterprise embedding within the curriculum and quality assurance processes in higher education	A I	D

3	Education & Training	3.1	Bachelor's degree	A C	D
4	Relevant Experience	4.1	Experience of starting and running a business	A I	D
		4.2	Experience of organising and facilitating workshops, events and competitions.	A I	D
		4.3	Experience in developing and use of promotional materials	A I	D
5	Special Requirements	5.1	An affinity with and the ability to engage students' needs and aspirations	A I	E
		5.2	The ability to communicate in Welsh	A I	D
<b>Date of Revision</b>					

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable