

Social Enterprise Exchange Enterprise Advisor (Sheffield Live!)

Job Description

Social Enterprise Exchange is a programme managed by a consortium of specialist social enterprise support organisations, part funded by the European Union through the Yorkshire and Humber ERDF Programme 2014-2020. The programme will provide a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion. The project will promote social entrepreneurship, through awareness raising events, knowledge exchange and peer networking; it will provide step-up support for start-ups, including hot-desks, start-up grants and mentoring; and it will offer specialist enterprise advice and support for existing social enterprises to grow and to develop new products and services.

Sheffield Live! is a community-owned media organisation, providing public access to equipment, facilities, training, and broadcast platforms, together with business and technical support for start-up and early stage social enterprises, community projects and independent media producers. Sheffield Live! manages a digital media centre close to Sheffield's main transport hub and operates a local television channel, community radio station and a local news and information website.

The Enterprise Advisor will provide specialist social enterprise, marketing and communications support as part of the Social Enterprise Exchange programme, providing one-on-one and group mentoring and coaching support to social enterprises. The post-holder will report to the Project Manager.

Tasks and responsibilities

- To be available to undertake mentoring and coaching assignments on a case by case basis to support the development of existing and starting-up social enterprises
- To meet on a regular basis as a mentor with individuals or groups involved in the development of social enterprise over a period not usually exceeding six months
- To provide advice and guidance on all, or on specific aspects of social enterprise development that may include, but is not limited to, financial planning, investment, legal structures, management, marketing and communications
- To provide reports on meetings held and mentoring support provided
- To be available to participate in induction and review sessions for mentors and evaluative meetings with individual enterprises or groups of enterprises
- To undertake such other tasks as may be reasonably required

In carrying out these duties the post holder will be required to respect all internal policies and procedures of Sheffield Live! and of the Social Enterprise Exchange programme including on equalities and diversity, environment, and health and safety.

Part funded by European Regional Development Fund 2014-2020.

Supported by the Big Lottery Fund, through Power to Change



European Union

European Regional
Development Fund



power to
change



LOTTERY FUNDED

**Enterprise Advisor
(Sheffield Live!)**

Person specification

Essential requirements

- Relevant degree, or equivalent qualifications or experience
- Previous work in social enterprise or other business experience
- Experience in business support and/or business mentoring
- Experience in marketing and communications
- Fluent in use of social media / social media marketing
- Excellent organisational and management skills
- Excellent communication and report writing skills
- Ability to work effectively with a diverse range of stakeholders
- Empathy with the ethos, aims and objectives of Sheffield Live

Desirable requirements

- Previous experience in social enterprise support
- Experience and understanding of media production
- Experience of fundraising and grant applications
- Print and/or video journalism experience
- Skills and experience in video editing

**Enterprise Advisor
(Sheffield Live!)**

Terms and conditions

Salary

Salary, according to experience, in the range £30,000 to £35,000 per annum for full time equivalent (37.5 hours), pro rata to hours worked.

Pension

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary.

Location

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX

Holidays

25 days annual leave plus bank holidays, pro rata.

Hours

Part-time, flexible, but expected to average 22.5 hours per week for the first six months.

Trade union

The person appointed is encouraged to belong to an appropriate trade union.

Duration and probationary period

The position is linked to delivery of a 15 month project. The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

Applications

By submission of CV and a covering letter outlining relevant experience and motivation, with examples of similar work undertaken for other clients and a minimum of 2 referees.

Applications should be sent to: jobs@sheffieldlive.org including the job title as reference.

Deadline for applications

1 May 2017