



EUROPEAN UNION
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European Regional
Development Fund 2007-13

Job Description

Enterprise Advisor (SLTV)

Introduction

Sheffield Live TV (SLTV) is the new local television channel for Sheffield co-located with Sheffield Live community radio and part of a new cross media platform for the local community. SLTV is a partner in Digital Media Exchange (DME), a project managed by a consortium of partners and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2007-2013. DME is designed to promote jobs and enterprise by supporting digital media entrepreneurs to engage in cross-platform production for radio, television, web and mobile, building on existing infrastructure previously supported by ERDF and benefiting from investment in a new local television channel for Sheffield.

The Enterprise Advisor will provide specialist audio-visual enterprise support for the delivery of Action 3 of the Digital Media Exchange (DME) project, providing one-on-one and group mentoring and coaching support to audio-visual enterprises. The post-holder(s) will report to the Project Manager.

Job Description

1. To provide mentoring, technical and creative guidance for digital media entrepreneurs.
2. To provide business advice for start-up and growth of creative and digital enterprises.
3. To be available to undertake mentoring and coaching assignments on a case by case basis
4. To meet on a regular basis as a mentor with individuals or groups involved in the development of a creative and digital enterprise over a period not usually exceeding six months.
5. To provide advice and guidance on all, or on specific aspects of starting up a small enterprise that may include, but is not limited to, financial planning, investment, legal structures, management, creative planning, marketing, technical specifications, administration.
6. To prove reports on meetings held and mentoring support provided.
7. To be available to participate in induction and review sessions for mentors and evaluative meetings with individual enterprises or groups of enterprises.
8. 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 including on equal opportunities and health and safety.

This post has been part funded by the European Regional Development Fund as part of Europe's support for the region's economic development through the 2007-2013 Yorkshire and Humber ERDF Programme.

Person specification

Enterprise Advisor (SLTV)

Essential requirements

- Relevant degree, or other relevant qualifications or experience
- Experienced in business planning and enterprise development
- Experience in business support and/or business mentoring
- Knowledge and experience of creative and digital industries
- 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 film-making or television
- Knowledge of programme scheduling for radio or TV
- Technical understanding of audio visual production
- Understanding and experience of social enterprise

Terms and conditions

Enterprise Advisor (SLTV)

Salary

Salary, according to experience, in the range £30,000 to £36,000 per annum for full time equivalent, pro rata to hours worked. Self employed candidates are welcome to apply.

Pension

Sheffield Local Television Ltd offers an employer's contribution of 6 per cent of gross salary offered via a Group Stakeholder Scheme for salaried staff.

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 14 hours per week.

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: 19 May 2014