



JOB DESCRIPTION

Enterprise Coach (SLTV)

Social Enterprise Exchange (SEE) is a programme managed by a consortium of specialist social enterprise support organisations and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2014-2020. SEE will provide a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region, linked to the Regional Growth Hub. 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.

Enterprise Development & Support

- Act as point of contact for clients
- Assist and coach individuals and groups in setting up enterprises
- Support and guide the development of existing enterprises
- Plan, deliver and manage one to one and group sessions regarding enterprise creation and development
- Diagnose the needs of individual clients and derive action plan and outcomes
- Assess clients progress against the set goals
- Network with like-minded organisations to enable a holistic approach to meet specific client needs
- Review progress of the enterprises at key stages
- Monitor service provision to ensure valuable client experience
- Motivate and empathise with clients from varied backgrounds and build their capacity to become entrepreneur

Management & Administration

- Keep accurate records of all client contacts and record activity on CRM system.
- Submit paperwork related to activity on time and 'correct first time'
- Complete details of activities and time sheets as required by the project
- Comply with contractual requirements & relevant working instructions related to the project
- Report on activity at monthly project meetings

Other duties

- Attend Meetings, Networking & Training Events as required
- Attend any training courses agreed in your personal development plan
- Carry out duties as delegated by the Board and Executive team of Groundwork South Yorkshire
- Any other duties commensurate with the post and as agreed with the post holder

In carrying out these duties the post holder will be required to respect all internal policies and procedures of SLTV including on equalities and diversity and on health and safety.

Reporting

The post will report to the SLTV chief executive / SEE project manager.

PERSON SPECIFICATION

	Essential	Desirable
Education, Qualifications, Training		
Education to degree standard in a business discipline or equivalent (or) Minimum of 3 years' experience in a business support environment	X	
Level 3 SFEDI (Small Firms Enterprise Development Initiative) business support qualification		X
Experience		
Experience of delivering business start-up support and advice	X	
Experience of delivering workshops		X
Working as part of a team and in partnership with other providers	X	
Working in the Sheffield City Region and awareness of SCR strategy		X
Experience of supporting a caseload of clients	X	
Experience of delivering targets and outcomes in line with project requirements	X	
Experience of using diagnostic tools	X	
Appropriately responding to individual client needs	X	
Experience of developing marketing materials		X
Knowledge		
Understand the importance of training clients working toward enterprise start-ups	X	
Word-processing, spread sheet and power point IT skills	X	
Knowledge of issues faced by clients when starting up a business		X
Familiar with, and able to comply with, relevant Health & Safety, Personnel, Data Protection and Financial regulations, policies and procedures	X	
Understanding of the maintenance of records, office procedures and producing reports	X	
Skills and Personal Characteristics		
Good interpersonal skills, both verbal and written	X	
Willing to undertake necessary training	X	
An acceptance of out of hours working	X	
Excellent organisational and planning skills	X	
Ability to lead and work as part of a team	X	
Ability to manage heavy workload/tight deadlines	X	
Full clean driving licence & access to vehicle with insurance for business use	X	

TERMS AND CONDITIONS

Salary

Starting salary in the range £23,000 - £25,000 according to experience.

Pension

Stakeholder pension scheme offered with employer contribution of 6 per cent of gross salary.

Location

Sheffield Local Television, 15 Paternoster Row, Sheffield S1 2BX.

Holidays

25 days annual leave, plus bank holidays pro rata to hours worked.

Hours

Full-time 37.5 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 time limited 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 (no longer than 2 pages), together with a covering letter of up to 500 words outlining relevant experience and motivation, and contact details for two referees. Applications should be sent by email to: jobs@sheffieldlive.org with the reference [SEE-JOB] in the subject line; or by post to: Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX, with the reference [SEE-JOB] on the envelope

Deadline for applications

11pm, Friday 14 August 2020

