

JOB DESCRIPTION/SPECIFICATION

Job Title	Enterprise Development Advisor
Employer	Social Firms Wales - we support individuals and organisations to develop enterprises that place equity at the centre of their employment practice. Supporting enterprises to place equality at the heart of their business. We want a thriving Wales where every person has work and opportunities where they feel valued, useful and included.
Website	www.socialfirmswales.co.uk
Outline purpose	<p>To work independently and as part of a small Wales-wide team to support people with wide ranging ability and those from diverse communities to develop and grow social enterprises and self-employment businesses that are commercially viable. This will include people:</p> <ul style="list-style-type: none">– with a learning, physical or sensory disability;– who live with neuro-diverse conditions;– who have offended or are at risk of offending;– who are recovering from misuse of substances– who have experienced homelessness;– who manage mental health issues, and or;– organisations or people supporting them, and;– work with a wide range of partners, partner organisations and all sectors of civil society.
Location	Home-based and remote locations, events, training etc.
Hours of work	30 hours per week with reasonable flexibility.
Remuneration	£29,250.00 pro-rata per annum (£23,400 actual)
Reporting to	Chief Executive
Specialist responsibilities	<p>Provide support, advice and guidance especially in relation to:</p> <ul style="list-style-type: none">– Assessing business ideas to ensure it is viable– Business & project planning– Product & service development– Financial planning– Research, branding & marketing– Planning for risk

Broad responsibilities

Promote the Social Firm values and principles , support team working be respectful and able to work to high levels of confidentiality .

Knowledge, skills & Experience

You will need to have experience of business development to include:

- Assessing a business idea, is it viable?
- Able to work in a way that works for our clients, this could be at a pace and methods that works for them.
- Business & project planning
- Product & service development
- Financial planning
- Research, branding & marketing
- Assessing risk
- Report writing
- Able to prioritise and work to deadlines when required

Ideal personal skills

- Knowledge and experience of social enterprise and self-employed businesses.
- Commercial back-ground / Entrepreneur / Social Entrepreneur
- Understanding of the Third Sector and Public Sector
- Highly motivated must be able to work independently and as part of a team and with wide cross sector partners / partnerships
- Have a positive, bold approach, able to impart knowledge and instil confidence
- Good negotiation skills and able to instil a sense of enthusiasm and confidence with people or organisations with whom you will be supporting
- Able to identify commercial opportunities
- Understanding of mixed stream start-up finance
- Good communication skills and able to communicate at all levels and with all sectors
- Able to think strategically
- Understand commercial, social and environmental agendas
- Able to present to small groups and at conferences
- Good networking skills
- Good organisational skills
- A smart appearance and professional manner
- Trustworthiness and discretion when handling confidential and sensitive information
- Have use of a car or access to public transport

The above list is neither exhaustive nor exclusive, and you may be required to carry out other duties that are deemed necessary and reasonably fall within the scope of the post.