

COOPERATIVE FUTURES

Job Title:	USE-IT Social Enterprise Business Adviser
Salary:	£25,000 per annum pro rata plus contributory pension (6% employees, 9% employers)
Hours:	30 Hours per week – more or fewer hours will be considered for the right candidate depending on the needs of the programme.
Annual Leave:	28 Days plus Bank Holidays pro rata
Contract:	Fixed term contract until 18 th October 2019, probationary period of six months.
Location:	The post will operate in the Ladywood area of Birmingham and Smethwick. The head office is City Works, Alfred Street, Gloucester but a local office will be set up in the USE-IT programme area. There will be a need to be flexible about the working location with some home working by agreement.
Responsible to:	Executive Director of Co-operative Futures

Job Purpose

Co-operative Futures is a specialist business consultancy for co-operative and community owned enterprises. Co-operative Futures offers bespoke consultancy to emerging, new start and existing organisations.

Working as part of a small team, the USE-IT Social Enterprise Adviser will provide specialist advice, information and support to help groups of people in West Birmingham and Smethwick to trade successfully as co-operatives, or, as community owned businesses.

The USE-IT Programme takes a place-based approach to supporting residents to trade their way out of poverty and social exclusion by supporting the creation of a community of social entrepreneurs. It is being funded by the European Regional Development Fund and is led by Birmingham City Council.

Main Duties and Responsibilities

To be a deliverer of specialist consultancy to emerging, new start and existing co-operative and community owned enterprises as part of the USE-IT programme.

To provide support, specialist business advice and training to clients including:

- the development of feasibility studies, business and marketing plans
- identification of appropriate legal structures and support through registration processes
- identifying opportunities for potential future development
- keeping informed of consultation and changes in legislation and regulations

To assist in the development of diagnostic and training tools where appropriate



To work with all USE-IT partners to deliver the required outputs and outcomes of the programme.

To be responsible for own time management and performance against targets and budgets

To assist in the organisation and delivery of training events and conferences where appropriate

To create a network of agencies, organisations and individuals that can help to support clients developing co-operative and community owned enterprises e.g. Chamber of Commerce, Federation of Small Businesses, Local Enterprise Partnerships, Voluntary Sector Support Organisations, etc

To participate in wider forums and debates on co-operatives, credit unions and community owned enterprises

Undertake on-going personal development.

To report to the Director on a regular basis and provide the necessary reports as required.

To maintain required management information including timesheets and client records.

To be responsible for the day to day management of the projects under your control

To carry out research, write reports, develop new initiatives and access other sources of funding to assist in the future development of the agency.

To support fellow team members of Co-operative Futures

To undertake any other reasonable piece of work as may be directed to you from time to time.



Person Specification

Essential

1. Committed to co-operative approaches.
2. Knowledge of co-operatives and community owned enterprises.
3. Business development knowledge/experience
4. Commercially aware.
5. A well motivated self-starter, willing to work in a flexible manner and experience of managing own workload and prioritising.
6. Good communication and IT skills.
7. Solutions focused with an innovative 'can-do' attitude.
8. Demonstrable partnership working and networking skills
9. Commitment to and understanding of equal opportunities.

Desirable

1. Experience of supporting and advising social enterprises
2. Experience of community development
3. Knowledge of the various legal structures available to co-operative and community owned enterprises
4. SFEDI, ILM or other generalist or social enterprise accreditation
5. Experience of training delivery
6. Understanding appropriate legal frameworks.
7. Awareness of other providers of support and advice.
8. Driving licence and access to a vehicle
9. Knowledge of the communities in the programme area (Ladywood, Smethwick)
10. Knowledge of equal opportunities practice
11. Experience of European funded programmes