

# COOPERATIVE FUTURES

<b>Job Title:</b>	USE-IT Social Enterprise Business Adviser
<b>Salary:</b>	£28,000 per annum plus contributory pension (6% employees, 9% employers)
<b>Hours:</b>	37 Hours per week – fewer hours will be considered for the right candidate depending on the needs of the programme.
<b>Annual Leave:</b>	25 days and Bank Holidays plus 3 days between Christmas and New Year
<b>Contract:</b>	Fixed term contract until 18 <sup>th</sup> October 2019, probationary period of six months.
<b>Location:</b>	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 can 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.
<b>Responsible to:</b>	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 Advisor will provide specialist advice, information and support to help groups of people in West Birmingham and Smethwick to develop and trade successfully as co-operatives or community 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 funded by the European Regional Development Fund and led by Birmingham City Council.

## Main Duties and Responsibilities

- Deliver specialist consultancy to emerging, new start and existing co-operative and community businesses as part of the USE-IT programme including:
  - coaching individuals and teams on community business start-up
  - developing feasibility studies, business and marketing plans
  - identifying appropriate legal structures for community businesses, and providing support through registration processes
  - identifying opportunities for potential future development
  - staying informed of consultation and changes in legislation and regulations
- Assist in the development of diagnostic and training tools where appropriate
- Assist in the organisation and delivery of training events and conferences where appropriate
- Work with local communities to identify possible community business opportunities



- Carry out research, write reports and develop new initiatives required to achieve the outputs of the USE-IT programme
- Create a network of agencies, organisations and individuals that can help to support clients developing co-operative and community businesses e.g. Chamber of Commerce, Federation of Small Businesses, Local Enterprise Partnerships, Voluntary Sector Support Organisations, etc
- Work with all USE-IT partners to deliver the required outputs and outcomes of the programme
- Be responsible for own time management and performance against targets and budgets
- Participate in wider forums and debates on co-operatives, credit unions and community owned enterprises
- Undertake on-going personal development.
- Report to the Director on a regular basis and provide the necessary reports as required.
- Maintain required management information including timesheets and client records.
- Be responsible for the day to day management of the projects under your control
- To support fellow team members of Co-operative Futures
- 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 businesses.
3. Business development knowledge/experience
4. Commercially aware.
5. Experience of delivering training and events
6. Experience of undertaking research and writing reports
7. A well motivated self-starter, willing to work in a flexible manner and experience of managing own workload and prioritising.
8. Good communication and IT skills.
9. Solutions focused with an innovative 'can-do' attitude.
10. Demonstrable partnership working and networking skills
11. Commitment to and understanding of equal opportunities.

### **Desirable**

1. Experience of supporting and advising community businesses
2. Experience of community development
3. Knowledge of and contacts in the diverse communities in the programme area (Ladywood, Smethwick)
4. Experience of market development and consortium working
5. Knowledge of the various legal structures available to co-operative and community owned enterprises
6. Experience in specific sectors such as food, health, crafts, housing, transport
7. Understanding appropriate legal frameworks.
8. Awareness of other providers of support and advice.
9. Knowledge of equal opportunities practice
10. Experience of European funded programmes
11. Driving licence and access to a vehicle