

## Job Description



<b>Post:</b>	<b>Social &amp; Local Enterprise Development Coordinator</b>
<b>Responsible To:</b>	<b>Giroscope Coordinator</b>
<b>Purpose of the Post:</b>	<p>To develop, grow and support business and social enterprise across the deprived areas of the City of Hull, focussing on West Hull. This two-year project will see a minimum of 12 full time equivalent jobs created and sustained.</p> <p>To develop the spaces inside the former St Matthews Church, Boulevard for use as co-working space, office, workshop, and meeting space. To develop St Matthews as a centre for enterprise, creativity and community for the people of West Hull.</p> <p>To provide business support advice to new and existing social and local enterprises and community businesses, including creating organisational reviews, sustainability plans, and design advice around future growth strategies. To access specialist support where needed and within existing budgets.</p> <p>To organise and host events across the city to market the support and advice services available through this project. To organise events with professionals (lawyers, accountants, bankers, marketing specialists etc) giving, where possible, pro bono presentations and advice.</p> <p>To manage the administration of Giroscope’s Community Led Local Development project up to March 2022. To assist in the success of the project, insuring that targets are met and procurement rules are followed.</p>
<b>Main Functions:</b>	<ul style="list-style-type: none"> <li>• Dealing with people – 55%</li> <li>• Dealing with policies and processes – 40%</li> <li>• Dealing with equipment and resources – 5%</li> </ul>
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• Assist social businesses and enterprises grow and develop plans to become economically resilient, sustainable and environmentally responsible</li> <li>• Promote and support the establishment of new social and local enterprises within the CLLD area(s)</li> <li>• Establish an active networking and marketing strategy to underpin this business development activity</li> <li>• Develop active relationships with other business support providers and professionals to identify additional support for clients</li> </ul>

	<ul style="list-style-type: none"><li>• Promote social entrepreneurship, through awareness raising events, knowledge exchange and peer networking</li><li>• In conjunction with Giroscope project managers, develop the former St Matthews Church to create co-working, office, business, workshop, and meeting space</li><li>• Manage the CLLD grant administration submissions</li><li>• Provide regular quality monitoring and evaluation information as required</li><li>• Collect feedback and provide follow-on support for enterprises that have been established and assisted throughout the lifetime of the project</li></ul>
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**Person Specification**

<b><u>Key Skills</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
The capacity to inspire and motivate others	*	
Strong communication skills	*	
A flexible and non-judgemental approach to people and work	*	
Opportunistic and entrepreneurial	*	
A good understanding of the issues faced by people on low income		*
Ability to be 'hands-on' and strategic, whilst working with limited resources	*	
Proven business acumen with a solid approach to assessing risk and the viability of different options	*	
Understanding of accounting practices and cash flow forecasts	*	
Strong knowledge of IT systems and their application to business development	*	
Conversant with European Structural and Investment funds, including procurement processes and monitoring requirements		*
Understanding of different company structures and governance	*	
Experience of raising grants and other social investment		*
Experience of organising successful marketing and training events		*
Be able to prepare and deliver effective presentations	*	
A good knowledge of agencies in the Hull environ providing business support to both social and commercial enterprise		*
A good knowledge of benefits (including Universal Credit) and an ability to undertake 'Better Off Calculations'		*
Ability to represent the company, and develop relationships in a professional manner	*	
Effective time management	*	
Prioritise and manage workloads	*	
Commitment to Giroscope's values and equal opportunities	*	
Demonstrate and respond to the diverse requirements and needs of individuals	*	
To encourage individuals to value diversity and challenge behaviour which undermines the ethos of equality.	*	

## Conditions of Service



<b>Salary:</b>	£22,400pa (£28,000 pro rata)
<b>Contract Type &amp; Length</b>	This post is for two years; the length of our Community Led Local Development Project. If funding can be secured, we would look to extend this post beyond two years
<b>Working Week</b>	30 hours/week. There would be an expectation that from time to time work may fall outside of normal office hours
<b>Location:</b>	Based at our Coltman Street Office in West Hull, the former St Matthews Church, Boulevard and across the City of Hull
<b>References:</b>	Appointment is subject to receipt of a minimum of two satisfactory references. These should be from your current and previous employers.
<b>Probationary Period:</b>	New staff appointed to this post will be subject to a 3 month probation period.