

## Job Description

<b>Job Title:</b>	<b>Business Adviser - Enable and Succeed</b>
<b>Reports to:</b>	<b>Manager - Enable and Succeed</b>
<b>Location:</b>	<b>Hybrid working, mix of home based, office based, and community based. Our locations included (Havering, Harrow, Brent, Bexley, Hackney, outreach, and satellite community sites)</b>

### Purpose

To deliver the enable and succeed aspect of the Greater London Authority (GLA) European Structural and Investment Fund (ESIF) funded 'Spark Change Programme' across the London Boroughs of Bexley, Brent, Hackney, Harrow, and Havering. The Business Advisor will work with young people (participants) who are exploring starting their own business and becoming self-employed, supporting them to develop business ideas, and identify and overcome barriers. Additionally, the Business Advisor will use their network of external partners to signpost and get additional support to provide help to participants.

### Main Duties and Responsibilities

This is a general description. The emphasis on duties may vary depending on the work location training, experience, and support.

- Conduct initial discussions/business diagnostic to obtain an understanding of the main elements and requirements of business ideas to identify issues and/or opportunities to develop the business idea.
- Provide information and support to participants on business issues to help them start a business.
- Accurately record and complete action plans, activity with participants, outcomes, and all other related paperwork in compliance with contractual requirements and operational procedures.
- Establish and develop an effective network of contacts and attend seminars, exhibitions, and other target audience events to promote the service
- Build effective relationships with clients, colleagues, and suppliers
- Keeping up to date with latest developments in business and practice
- Share knowledge with colleagues in the Spark Change team. Work with the Management team to identify opportunities for continuous improvement.
- Undertake any other duties as reasonably required by the Management Team.

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff, and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality, and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

<p><b>Person Specification</b> <b>Job Title:</b> (E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b> One of the following qualifications (E)</p> <ul style="list-style-type: none"><li>• L4 in Guidance or Advice and Guidance*</li><li>• L4 Employability qualification</li><li>• L4 equivalent qualification relating to working with young people and supporting them to progress (life coach, mentor, Youth worker etc)</li></ul> <p>And:</p> <ul style="list-style-type: none"><li>• Prepared to undertake and meet the requirements for any additional qualifications</li></ul>
<p><b>Experience of (all [E] unless indicated)</b></p> <ul style="list-style-type: none"><li>• Experience of developing effective relationships with a range of stakeholders including young people, employers, and colleagues</li><li>• Experience, understanding and empathy with the lives of young people</li><li>• Proven track of working to targets, and achieving within payment by results programmes</li></ul>
<p><b>Skills and Attributes (all [E] unless indicated)</b></p> <ul style="list-style-type: none"><li>• Intermediate IT skills including confidence using Microsoft packages, namely work and PowerPoint</li><li>• Able to work flexibly including some evenings and Saturdays</li><li>• Demonstrate an understanding of the barriers people from vulnerable groups may face, with a commitment to actively promoting and helping young people to progress (D)</li><li>• Ability to inspire young people; persuade and influence accordingly</li><li>• Well organised and able to manage own workload</li><li>• Strong planning, and organisational skills</li><li>• Commitment to blended delivery</li></ul>

**Personal qualities, communicating and relating to others** (all [E] unless indicated)

- Ability to work under pressure and meet contract KPIs
- Communicates well with individuals and groups using a variety of media (D)
- Demonstrate an understanding and active commitment to equality and diversity
- Commitment to continuous professional development
- Ability to engage with young people and work collaboratively with them to design effective services
- Commitment to a strength rather than a deficit-based model
- Proven ability to work with key stakeholders to ensure high performing, smooth running projects that complement and add value to existing provision
- Ability to build effective relationships with colleagues and external partners to create effective provision
- Personal and professional demeanour which generates credibility and confidence with clients, managers, staff, external partners, and all other stakeholders.

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults
- This post requires a Disclosure and Barring Service Check at an enhanced level

**Other**

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity