



GROUNDWORK Changing Places, Changing Lives

Groundwork is a federation of charities working nationally and locally to transform lives in the UK's most disadvantaged communities.

We're passionate about creating a future where every neighbourhood is vibrant and green, every community is strong and able to shape its own destiny and no-one is held back by their background or circumstances. We help people gain confidence and skills, get into training and work, protect and improve green spaces, lead more active lives and overcome significant challenges such as poverty, isolation, low skills and poor health.

Groundwork South Yorkshire (GWSY) covers all of South Yorkshire, with our remit including Barnsley, Rotherham, Sheffield and Doncaster, and has been created to allow us to help as many people in our areas benefit from our unique and holistic approach to social and environmental regeneration.

Social Enterprise Exchange (SEE)

As part of its people based programmes, Groundwork South Yorkshire (GWSY) is delivering the Social Enterprise Exchange (SEE) Programme as part of a consortium of specialist social enterprise support organisations. The programme is part funded by the European Union through the Yorkshire and Humber ERDF Programme 2014-2020.

SEE provides a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region, and is closely linked to the Regional Growth Hub. The project promotes social entrepreneurship, through awareness raising events, knowledge exchange and peer networking. It provides step-up support for start-ups, including hot-desks, start-up grants and mentoring, and it offers specialist enterprise advice and support for existing social enterprises to grow and to develop new products and services.

GWSY's principal role within the consortium is to deliver the 'Accelerate' programme. This intensive business support programme focuses on supporting individuals and organisations who are looking to establish or grow social enterprises in the Sheffield City Region. The 'Accelerate' programme offers clients bespoke business support through our dedicated team of enterprise coaches.

GWSY are seeking to recruit two Enterprise Coaches to work with new start ventures across the Sheffield City Region. Please note that these are both full time posts ending Dec 2022, subject to funding.

If you are interested in applying for this post please quote Job Reference as **SEE 02-01**.

The application deadline is 23:00 by post or email on 1st March, 2020 with interviews on 10th March, 2020 at the Groundwork South Yorkshire office in Sheffield (see address below).

If you would like to discuss this opportunity informally please contact Sara Qutub on 0114 2636420.

**Please return completed application forms by (post or email) to:
Sara.qutub@groundwork.org.uk
The Nursery
Siemens Close
Sheffield, S9 1UN**

Short listed candidates will be required to provide a short presentation as part of the formal interview process and you will be advised of the topic, if shortlisted for the role.

GWSY values diversity and wholeheartedly support equal opportunities. We oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, ethnic origin or nationality, gender, religion, belief, sexual orientation, marital status, responsibility for dependants, employment status, age or disability.

Job Description Enterprise Coach

(This post is part funded by the European Regional Development Fund (ERDF)).

The role of an enterprise coach includes engagement and recruitment of clients, co-delivery of the 'Accelerate' business support workshops, in conjunction with the Accelerate Team and specialist business support providers, and the on-going management of a caseload of clients. We are committed to deliver good quality support to clients by focusing on developing a good business case, access to finance and marketing support through videos.

Contract Period: April 2020 – Dec 2022

Start Date: April 2020

Line management: Senior Enterprise Coach

Line management duties: N/A

Salary: £23,000.00 per annum plus an employer's pension contribution of 4%.

Hours: 37 Hours per week

Location: Working across the Sheffield City Region (SCR), but based at GWSY offices in Sheffield.

DBS/ References: All posts will be offered subject to a successful DBS check and references.

Probationary period: 6 Months

Enterprise Development & Support

- Act as point of contact for clients
- Assist and coach individuals and groups in setting up enterprises
- Support and guide the development of existing enterprises
- Plan, deliver and manage one to one and group sessions regarding enterprise creation and development
- Diagnose the needs of individual clients and derive action plan and outcomes
- Assess clients progress against the set goals
- Network with like-minded organisations to enable a holistic approach to meet specific client needs
- Review progress of the enterprises at key stages
- Monitor service provision to ensure valuable client experience
- Motivate and empathise with clients from varied backgrounds and build their capacity to become entrepreneur

Management & Administration

- Keep accurate records of all client contacts and record activity on CRM system.
- Submit paperwork related to activity on time and 'correct first time'
- Complete details of activities and time sheets as required by the project
- Comply with contractual requirements & relevant working instructions related to the project
- Report on activity at monthly project meetings

Other Duties

- Attend Meetings, Networking & Training Events as required
- Attend any training courses agreed in your personal development plan
- Carry out duties as delegated by the Board and Executive team of Groundwork South Yorkshire
- Adhere to working practices including Health and Safety and Equal Opportunities
- Any other duties commensurate with the post and as agreed between the line manager and the post holder

Person Specification

	Essential	Desirable
Education, Qualifications, Training		
Education to degree standard in a business discipline or equivalent (or) Minimum of 3 years' experience in a business support environment	X	
Level 3 SFEDI (Small Firms Enterprise Development Initiative) business support qualification		X
Experience		
Experience of delivering business start-up support and advice	X	
Experience of delivering workshops		X
Working as part of a team and in partnership with other providers	X	
Working in the Sheffield City Region and awareness of SCR strategy		X
Experience of supporting a caseload of clients	X	
Experience of delivering targets and outcomes in line with project requirements	X	
Experience of using diagnostic tools	X	
Appropriately responding to individual client needs	X	
Experience of developing marketing materials		X
Knowledge		
Understand the importance of training clients working toward enterprise start-ups	X	
Word-processing, spread sheet and power point IT skills	X	
Knowledge of issues faced by clients when starting up a business		X
Familiar with, and able to comply with, relevant Health & Safety, Personnel, Data Protection and Financial regulations, policies and procedures	X	
Understanding of the maintenance of records, office procedures and producing reports	X	
Skills and Personal Characteristics		
Good interpersonal skills, both verbal and written	X	
Willing to undertake necessary training	X	
An acceptance of out of hours working	X	
Excellent organisational and planning skills	X	

Ability to lead and work as part of a team	X	
Ability to manage heavy workload/tight deadlines	X	
Full clean driving licence & access to vehicle with insurance for business use		X

