**Job Description**

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| **Job Title:** | **Project Manager – Enterprise Coach** |
| **Reports to:** | Operations Director |
| **Location:** | Devon Communities Together, Exeter |

**Job Purpose:**

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| To Project Manage and deliver an EU funded project that will empower individuals, mainly from the more deprived and disadvantaged areas of Devon, and those underrepresented in enterprise, to develop self-employment opportunities, and start and sustain micro and small businesses, including social enterprises.  The overall aim will be to improve the competitiveness of social & micro-enterprises and SMEs by:  i) increasing awareness of enterprise business models  ii) Growing the capacity and capability of entrepreneurs  iii) Promoting entrepreneurship and peer collaboration |

**Principle Duties and Responsibilities:**

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| To engage with the client groups and be instrumental in creating and growing start-ups businesses   1. To deliver a personalised business coaching service, providing a face to face, telephone and online service. 2. Blend support from the business sector, public sector, the Growth Hub and other partners and experts in areas such as business modelling, market research, finance and funding, including development of robust referral pathways. 3. Create effective marketing resources, including online and social media messaging 4. Sifting and diagnosis of clients, to determine their capability to leverage self-employment as a sustainable and secure source of work. 5. Organise and run customised events and workshops, including Action Learning Sets 6. Provide tailored assessment and development of individuals’ needs - both pre- and post-start-up in ways that respect and understand their particular barriers to employment and enterprise. 7. Continue to support start-ups to ensure growth, investment readiness, profitability and the potential recruitment of additional employees 8. For those not wishing to continue with the program, or found to be unsuitable, signposting into alternative employment options. 9. Promotion and nurturing of an enterprise culture across the county, development of a pipeline for workspace access, peer networking, and access to enterprise funding   General:   1. **Delivering our vision:** Working alongside other Devon Communities Together staff and external agencies to deliver the vision of dynamic communities shaping their own futures. 2. **Project Management:** Manage all aspects of project delivery including project budgets, project staff, data collation, performance monitoring and impact measurement. 3. **Policy & Programmes:** To keep abreast of current issues, trends and developments, locally and nationally, which are relevant to the Job Role. 4. **Representation**: To represent and promote the work of Devon Communities Together with our funders, potential funders, statutory bodies, business and voluntary sector organisations, partners and communities including representation on any relevant bodies. 5. **All Staff Duties:** To prepare and assist with marketing, reports, articles, and any Devon Communities Together promotional, monitoring and evaluation requirements. To attend staff and other internal meetings of Devon Communities Together as required. 6. **Other Duties:** To perform other duties relevant to the post as required by the Directors. |

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| **Structure Chart:**  Operations Director  Project Manager – Enterprise Coach  Project Manager  Project Manager  Social Enterprise Manager  Senior Manager / DALC County Secretary  Rural Housing Team - Team Leader |

**Person Specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Management** | Project Management experience including budget management, performance monitoring and reportage. | Managing/supervising project staff. | Application form / Interview |
| **Experience & Skills** | Extensive experience of delivering coaching / business advice to individual entrepreneurs, micro and small businesses  Managing a complex and demanding workload.  Ability to work on own, organising your time so as to meet deadlines  High level IT skills, self-supporting both in the office and remotely (Microsoft Office 365)  Developing and sustaining networks and partnerships  Experience of managing information and report writing.  Excellent communication skills, written and spoken | Development & delivery of presentations and workshops  Business marketing & social media management  Experience of impact measurement | Application form / Interview / references |
| **Personal Attributes & Qualities** | An ability to work both in a team and on own initiative, as appropriate.  Positive approach with a ‘can do’ attitude,  Ability to relate well to a wide variety of people.  A concern for rural communities and the issues they face.  Ability to travel around a large county for meetings and willingness to work some unsocial hours. | Ability to stay calm and solution focussed when faced with challenges. | Application form / interview / references |
| **Strategic Thinking** | Keeping abreast of current issues, trends and developments, locally and nationally, likely to influence the work of Devon Communities Together  Awareness of agencies, business and voluntary sector networks relevant to the role. | Good local knowledge of Devon, especially rural Devon.  Identification of strategic opportunities for DCT | Application form/ interview |
| **Education and Training** | Degree level (or evidence of working at this level).  Qualified business / social enterprise advisor (or qualified by experience) | Project Management trained/qualified. | Application form/ Certificates |
| **Equal Opportunities** | Understanding and recognition of the principles of equality and diversity and a commitment to equality of opportunity |  | Application form/ interview |