

JOB DESCRIPTION

TITLE: Local Enterprise Coordinator

Overall aim: The Local Enterprise Coordinator will provide specialist social enterprise and CDI sector support, outreach and mentoring at neighbourhood digital media centres, and promote enterprise in the creative industries through networks and at events.

Responsible to: Head of Place and Sustainability

MAIN TASKS

DEVELOPMENT

1. Provide specific knowledge and expertise of place and building based enterprise development within the SEEx programme
2. Support the development of social enterprises working in targeted areas of disadvantage.
3. Provide project development support for neighbourhood based enterprises and business centres.

SUPPORT

1. Delivery of support for social enterprises and co-working spaces and centres including: asset transfer and management, new forms of investment and support programmes, place based design and built environment support and advice, organisational support for managed workspace including business incubator and associated support facilities and services, financial planning and budget preparation.
2. Deliver packages of specialist enterprise and technical support for social businesses and enterprise centres across the City Region .
3. Signpost projects to generalist business, growth development including SCR Growth Hub support and specialist equality and equity support organisations.

NETWORKING

1. Promote the enterprise support available through the social enterprise and social business centres.
2. Build local networks including clusters of expertise.
3. Support business exchanges and sharing of technical expertise and experience through the wider sector to promote enterprise.



COMMUNICATIONS

1. Prepare suitable reports, briefing notes, presentations and promotional materials as required.

GENERAL

1. Provide quality regular monitoring and evaluation information as required.
2. General administration including utilising new technology in support of the work programme.
3. To work within the organisation policy framework, paying particular attention to promoting equal opportunities, a health and safety culture and good employee relations.
4. Work closely with other members of the programme on shared activities, conferences, events, meetings, mailings etc.
5. Carry out other duties as agreed with the CIQA Board.
6. The work will be based in Sheffield City Region..

Local Enterprise Coordinator

Person Specification

Essential Criteria:

- A graduate or postgraduate qualification in Architecture or a similar field.
- Strong research, analytical and evaluation skills.
- Excellent visual communication skills & proficient in the Adobe Creative Suite.
- Excellent written communication skills.
- Excellent verbal communication and interpersonal skills.
- Self-motivated – Able to work independently and support projects.
- Good time management skills.
- Excellent understanding of the built environment and sustainability

Desirable Criteria:

- Interest in working in all aspects of the built environment and place-making, inc Architecture, Planning, Urban Design, Economic Development and Regeneration, Etc.
- Interest in working with communities and social organisations and businesses.
- Knowledge of the planning system.
- Knowledge of website design, content management, blogging and social media marketing.
- Experience of 2D and 3D CAD [Sketch-up, ArchiCad, Vectorworks, AutoCad]
- Excellent hand drawing skills.

Salary: Up to £20,600 (depending on experience).

Location: Sheffield and Sheffield City Region

Equal Opportunities: CIQ Agency trading as Integreat Plus is an equal opportunities employer

