



Social Enterprise Exchange (SEE)

Dear Applicant,

Groundwork South Yorkshire (GWSY) is part of a group of community inspired organisations delivering the **Social Enterprise Exchange (SEE) programme** (programme). This partnership has established a Sheffield City Region wide programme of business support to encourage and enable both new start social ventures /enterprises (ventures) and more established social enterprises seeking to grow their businesses. The programme also includes a small grants programme for a limited number of Social Enterprises (conditions will apply)

Having successfully applied for funding from the European Regional Development Fund (ERDF), SEE partners are delivering the programme from 2016 – 2019 with most activity commencing in 2017. SEE is also an integral part of Sheffield City Region's Business Growth Hub.

GWSY's principal role within the partnership is to deliver the *Accelerate* programme. This intensive business support programme will focus on building successful ventures within local communities throughout Sheffield City Region and embed successful business practices within their management teams. *Accelerate* comprises of 2 workshop of (6) hours followed by a further 1-1 or 1-few Business support sessions and on going support from our dedicated team of coaches.

GWSY are seeking to recruit an Enterprise Coach to work with new start ventures across the Sheffield City Region. This is a full time post ref (SEE 01) ending June 2019.

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





The application deadline is 5pm by post or email on the 13th of November 2017 with interviews being held in week commencing 20th of November 2017 at the GWSY office in Sheffield (see address below).

If you would like to discuss this opportunity informally please contact Lahari Parchuri on 0114 2636428

Please return completed application forms by (post or email) to:

lahari.parchuri@groundwork.org.uk

Groundwork, Unit 21 President Buildings, Savile Street East, Sheffield, S4 7UQ.

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 value 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 (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: January 2018 –June 30th 2019.

Start Date: As soon as practically possible.

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, to be worked flexibly

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.

Client Engagement:



- Engage with clients across the Sheffield City Region and support their development as social entrepreneurs throughout the programme
- Provide outreach support to clients in various community settings
- Identify additional support needs of the clients
- Recruit clients on to the *Accelerate* programme
- Provide initial pre diagnostic support

Enterprise Development:

- Working alongside clients to produce a business diagnostic identifying areas for development and to provide a focus for the *Accelerate* programme
- Deliver *Accelerate* and *Business Canvas* workshops in community locations across SCR, each supporting up to 20 clients
- Manage a caseload of clients and offer one-to-one support and/or group sessions (learning circles) throughout the client journey
- Initiate and maintain individual development plans for all clients
- Ensure that existing ventures are compliant with ERDF regulations including de minimis state aid regulations
- Deliver outcomes and output targets as required by the programme
- Identify and sign post other business support provided by the Growth Hub
- Support clients seeking to secure investment , signposting to social lenders as required

Administration:

- Keep accurate records of all client contacts and record activity on GWSY's systems
- Submit accurate paperwork related to client activity in a timely manner
- Complete an individual time sheet for the duration of the programme



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Other Duties

- Work closely with clients and partners as required
- Provide regular updates on progress at team meetings
- 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	



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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	





Application Form: Enterprise Coach (SEE 02)

Before completing this application, please make sure that you have read the accompanying Job Description and Person Specification carefully. Shortlisting will be carried out on the basis of information included on the Application Form – please provide a full description of your skills, qualifications and experience.

Please DO NOT send a CV.

Title	
Last Name	
First Name(s)	
Address & Post Code	
Email	
Telephone Number	
Mobile Telephone	

CONFIDENTIALITY

The information provided in this application form will be treated in the strictest confidence at all times. By submitting this application you are consenting to the use of your personal data for the purpose of recruitment only. It will not be shared, or used for any other purpose, and /or sold to any third party without your specific consent. The front sheet of this application including personal details and the Equal Opportunities monitoring form will not be shown to the Recruitment Panel.





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The Rehabilitation of Offenders Act 1974 renders certain convictions spent. The leaflet 'Wiping the Slate Clean' outlines those convictions that need not be declared. Have you any criminal convictions which you should disclose?

Yes / No (if Yes, please give details below.)

We take a positive stance on the recruitment of disabled people and guarantee an interview for any disabled applicant who meets the minimum criteria of the post.

What is the notice period you are required to give? (If applicable)





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Education, Training and Skills

Please provide details of any qualifications gained and of relevant training courses you have attended.

Please indicate what skills, knowledge and experience you have in relation to the Person Specification. Please provide specific examples. Experience of working with social enterprises will be an advantage.





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Please state why you are applying for this post(s)?

Please provide details of relevant voluntary work and / or special interests relevant to this application:





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References

Please provide a minimum of two referees, one of which must be your current or most recent employer, either paid or voluntary. The second can be anyone of your choice, but they should be in a position to complement rather than duplicate the reference form from your employer. It would be helpful if one of the referees could comment on your abilities with respect to this post including; providing business support and guidance, working with potential entrepreneur client groups.

It is acceptable to provide details of additional referees should you wish to.

Name Address Tel number:	Name Address Tel number:
In what capacity do they know you?	In what capacity do they know you?

If you are selected for interview we would like to contact all your referees. Please sign indicate below if you do **NOT** wish us to contact your referees at this stage:

I **do not** wish you to contact my referees prior to interview





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I declare that the information provided in this application form is correct to the best of my knowledge and I further understand that any offer of employment will be dependent on a successful DBS check and my references being considered satisfactory.

Signed Date

Please return this application form and equal opportunities monitoring form by email to: Lahari.Parchuri@groundwork.org.uk

Or by post, marking the envelope Private and Confidential to:

Lahari Parchuri

Groundwork, Unit 21, President Buildings, Sheffield, S4 7UQ

DEADLINE FOR RECEIPT OF APLICATIONS IS by 5pm on 13th November 2017, NO APPLICATIONS WILL BE CONSIDERED AFTER THIS TIME. INTERVIEWS WILL BE HELD ON week commencing 20th of November 2017.





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Equal Opportunities Monitoring Form

Please complete this to help us to monitor and implement our equal opportunities policy. This information will be detached from your application form on receipt, and will in no way affect the outcome of your application, and will not be made available to the appointment panel.

GENDER:

Female
Male

ETHNIC ORIGIN:

Bangladeshi
Black-African
Black-Caribbean

Black-Other (please specify).....

AGE:

Under 25
25 – 34
35 – 44
45 – 54
55 – 64
Over 65

Chinese
Irish
Pakistani
Indian
White
Other (please specify).....





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DISABILITY

Do you consider yourself to have a disability*? Yes No

*(*The loss or limitation of opportunities to take part in the life of the community on an equal part with others due to physical or social barriers and discrimination. NB. This definition has been provided by organisations supporting individuals with a disability and /or long term health condition organisations).*

DEPENDANTS

a) Do you care for dependent children? Yes No

b) Do you care for other dependants? Yes No

(For example, elderly or disabled relatives)

Where did you see this post advertised?

Newspaper (please state which)

Regional Mailing

Job Centre

Other (state where)



Guidance on completing the application form

IMPORTANT – PLEASE READ CAREFULLY

Please note that the shortlisting panel will decide whether to shortlist you for interview by comparing the information that you provided in your application form with the requirements listed in the person specification. It is essential therefore, that you tailor the content of your application form against all the requirements listed in the person specification, describing as fully as possible how you fulfil each of these requirements. This will ensure that the shortlisting panel has the best possible picture of your knowledge, skills and experience.

REMEMBER

- To read the Job Description and Person Specification before you start
- To complete all sections of the application form
- We will not make any assumptions about you or your abilities, **even if you already work for GWSY**
- If you do not tell us, we will not know!

DO...

- Make sure that you address all the requirements in the person specification, giving examples of how you meet the criteria
- Use extra sheets of paper if there is not enough space for you to tell us all the relevant information - make sure all sheets are securely attached to the application form and have your name at the top
- Include relevant dates of when experience was acquired or activities were undertaken
- Make sure your referees are happy for us to contact them as this will save time



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- Take a copy of the application form before you send it to us
- Make sure you return the application form on time. To be fair to everyone, we cannot accept applications which are late

DO NOT...

- Refer us to your current job description.
- Just say: "I can do the job and will give more details at interview" - we need to know precisely what you have done, when you have done it and where you have done it.
- Leave out any relevant experience, skills or knowledge gained, wherever or however gained e.g. voluntary, domestic and unpaid work can be valuable too.
- Substitute your CV for a completed form.

Where did you see this post advertised?

Newspaper

Regional Mailing

Job Centre

Other (state where)





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