



**Social Enterprise Exchange
Enterprise Team Leader (Sheffield Live!)**

JOB DESCRIPTION

About the post

Social Enterprise Exchange (SEE) is a programme managed by a consortium of specialist social enterprise support organisations and part funded by the European Union through the Yorkshire and Humber ERDF Programme 2014-2020 and by the National Lottery Community Fund. SEE provide a comprehensive programme of social enterprise support contributing to jobs, growth and social inclusion across the Sheffield City Region. The project will promote social entrepreneurship, through awareness raising events, knowledge exchange and peer networking; it will provide step-up support for start-ups, including hot-desks, start-up grants and mentoring; and it will offer specialist enterprise advice and support for existing social enterprises to grow and to develop new products and services.

Sheffield Live! is a community-owned media organisation, providing public access to equipment, facilities, training, and broadcast platforms, together with business and technical support for start-up and early stage social enterprises, community projects and independent media producers. Sheffield Live manages a digital media centre close to Sheffield's main transport hub and operates a local television channel, community radio station and a local news and information website.

The Enterprise Team Leader will provide specialist social enterprise, marketing and communications support as part of the Social Enterprise Exchange programme, providing one-on-one and group advice, organising workshops and masterclasses, and providing support to the Project Manager/Chief Executive in the management of the client pipeline and output delivery. The post-holder will report to the Project Manager/Chief Executive

Job description

- To provide management support to the Project Manager/Chief Executive.
- To act as lead advisor to a caseload of social enterprise start-ups / social entrepreneurs providing information, advice, guidance and support on social enterprise development
- To monitor and support project delivery by the Enterprise Coach and Marketing Assistant.
- To assist in organising workshops and masterclasses for social enterprise start-ups
- To contribute to strategic planning, sustainability and service development
- To maintain relations with other providers of relevant support for social enterprise
- To maintain records and provide reports on meetings held and support provided
- To undertake such other tasks as may be reasonably required

In carrying out these duties the post holder will be required to respect all internal policies and procedures of Sheffield Live including on equalities and diversity and on health and safety.



PERSON SPECIFICATION

Essential requirements

- Relevant degree, or equivalent qualifications or experience
- Previous work in social enterprise or other business experience
- Experience in business support and/or business mentoring
- Experience in marketing and communications
- Fluent in use of social media / social media marketing
- Excellent organisational and management skills
- Excellent communication and report writing skills
- Ability to work effectively with a diverse range of stakeholders
- Empathy with the ethos, aims and objectives of Sheffield Live

Desirable requirements

- Previous experience in social enterprise support
- Experience and understanding of media production
- Experience of fundraising and grant applications
- Print and/or video journalism experience
- Skills and experience in video editing

TERMS AND CONDITIONS

Salary

Starting salary £18,000 for a 21 hour week (£30,000 full time equivalent x 60 per cent).

Pension

Stakeholder pension scheme offered with employer contribution of 6 per cent of gross salary.

Location

Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX.

Holidays

15 days annual leave, plus bank holidays pro rata to hours worked (60 per cent).

Hours

Part-time 21 hours per week (60 per cent of full-time equivalent).

Trade union

The person appointed is encouraged to belong to an appropriate trade union.

Duration and probationary period

The position is linked to delivery of a time limited project. The post is subject to a probationary period of three months and annual or more frequent performance based review thereafter.

Applications

By submission of CV (no longer than 2 pages), together with a covering letter of up to 500 words outlining relevant experience and motivation, and contact details for two referees. Applications should be sent by email to: jobs@sheffieldlive.org with the reference [SEE-JOB-TL] in the subject line; or by post to: Sheffield Live, 15 Paternoster Row, Sheffield S1 2BX, with the reference [SEE-JOB-TL] on the envelope

Deadline for applications

Monday 24 October 2022