**Job Description**

**Post Title:** Business Advisor / Mentor

**Duration:** 36 hours per week

**Salary:**  £23,110

**Location:** Forth Valley Area

**Reporting to: Business & Enterprise Manager**

**Job Purpose**

The New Enterprise Allowance (NEA) is aimed at supporting DWP claimants to start their own business. The scheme provides mentoring support and financial assistance in the form of a weekly allowance. This post is intended to provide the mentoring role required for the programme.

**Key Duties and Responsibilities**

* Have an initial meeting with clients, discuss their business idea and formulate its likely success.
* Assist the client in the production of a business plan to a pre-agreed standard.
* Agree a plan with the client which ensures the greatest chance of business success for them within the rules and structure of NEA.
* Support the client through the NEA process providing advice and coaching where required.
* Make contact with the client at the 26 weeks trading point to complete a progress report, signpost where appropriate and obtain feedback.
* Collate performance information both on a weekly and monthly basis and provide related information to the Line Manager.
* Feedback and report on successes within the programme, good news stories, etc.
* Accurately and timeously record all information and complete appropriate paperwork correctly, within agreed timescales and to funder requirements. In particular ensure correct use of the client record management system.
* Carry out the duties and responsibilities within the scope defined by the Company's Health and Safety Policy and Lone Working policy.
* Ensure the service provided to the client is of a high quality and meets the specification within the “Provider Guidance” document.
* To undertake any other duties appropriate to the post and the needs of the organisation or as directed by management. These will be agreed with the post holder and will normally be within the scope of their qualifications and/or experience.

**PERSON SPECIFICATION**

 Experience and Attributes

Essential

1. Good project management skills and ability to manage a range of concurrent case loads.
2. High standards of personal organisation within working practices, including a methodical approach to work and a highly developed attention to detail.
3. Experience of providing services to socially and economically diverse communities with appropriate engagement skills to do so effectively.
4. Experience of financial planning, budgeting and how to present this information in a business plan.
5. High levels of computer literacy, including spreadsheets and word-processing.
6. Ability and confidence to deal with representatives of external bodies and organisations.
7. Excellent written and verbal communication skills.
8. Evidence of ability to work as a member of a team and independently.
9. Ability and commitment to share knowledge with peers.
10. Demonstrable awareness of, and commitment to, quality in the delivery of services.
11. Evidence of ability to work effectively under pressure.
12. Willingness to undertake further professional development as identified.
13. Flexibility to work weekdays, evenings and weekends if required. The post holder will be required to travel to meetings across their area so must be able to demonstrate flexibility and mobility.

Desirable

1. Previous experience of setting up or managing a small business.
2. Experience of working in the employability sector and delivering employment support is also desirable.
3. Driver with access to a suitable vehicle.