



JOB DESCRIPTION

Role Title:	Enterprise Specialist, to support the delivery of our Start Up projects Home-based
Reports to:	WSX Enterprise Programme Manager
Salary:	£36,000-£38,000, full-time Contract until end of March 2023

Role Purpose:

- Working closely with the project team and funders providing business advice, training, and support to pre-start individuals across Hampshire, Surrey, South London, West Sussex to successfully help them create new businesses and/or become self-employed, gain employment, or enrol into training.

Key Tasks:

1.	Build and maintain effective relationships with stakeholders to generate referrals.
2.	To select, assess and engage with individuals for our projects.
3.	Deliver Pre-Start Up Introduction and Business Essentials training sessions, workshops and 1:1 support to clients both online and in person. (Covid/Government guidelines allowing)
4.	Conduct a Needs Analysis for each client and develop an Action Plan for support to resolve issues/barriers identified.
5.	Build effective relationships with clients, ensuring high levels of customer satisfaction and maintain the relationship throughout the duration of the project to ensure that the Action Plan is carried through and ensure a successful outcome for the client.
6.	Examine in detail the elements of client business concepts and plans in order to identify barriers to and opportunities for business creation and growth for pre-start and early stage businesses.
7.	To successfully balance participant demands and project requirements using effective caseload management.
8.	Use ICT to communicate effectively and aid problem solving and decision making.

9.	Accurately complete eligibility checks, action plans/templates and related paperwork and records in a timely manner, complying with project reporting and process requirements.
10.	Work with clients and encourage them to overcome barriers during the implementation of their Action Plan, in order to sustain momentum towards the agreed goals.
11	Provide the clients with details of upcoming events and workshops and online booking details and encourage them to take part.
12.	Utilise other business support sources to collate research and information for use by the client and to inform next steps.
13.	Make referrals to appropriate external support, based on the individual needs of each client.
14	Ensure contract specified support is delivered, documented, and signed off.

Person Specification

Ideally you have experience of having started a business and/or advising Start Ups.

Other strengths we are looking for:

- You have a good understanding and experience of providing support to disadvantaged groups, particularly unemployed/economically inactive individuals, focused on achieving targets.
- You are a self-starter, able to balance participants' demands & use time effectively.
- You have excellent planning, organisational and communication skills, both written and verbal.
- You are accurate and not afraid of admin tasks.
- You have knowledge and experience of the SME sector.
- You have knowledge of the key issues and relevant legislation related to starting a business/becoming self-employed.
- You have well-developed training, coaching, mentoring and motivational skills.
- IT literate (MS 365, online communication platforms).
- Clean driving licence and access to a car.

WSX Enterprise is an equal opportunities employer and positively welcomes applications from all candidates fulfilling the job requirements, regardless of race, age, gender, sexual orientation, religion, or disability.