



RECRUITMENT PACK

SENIOR BUSINESS ADVISER

**TO LEAD THE DELIVERY OF ADVICE AND SUPPORT
TO POTENTIAL AND EXISTING ENTREPRENEURS**

CLOSING DATE FOR RECEIPT OF APPLICATIONS THURSDAY 14TH SEPTEMBER 2023 AT 12 NOON.



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INTRODUCTION

Thank you for your interest in working with Down Business Centre. We are an independent Enterprise Agency, one of 32 across Northern Ireland, whose focus is the support of entrepreneurship through the provision of advice, mentoring, training, and the delivery of specific programmes.

At DBC we offer a full package of support for pre-start, start-up and established businesses within the Newry, Mourne and Down District region. We operate as a Limited Company with Charitable Status and are based in Downpatrick.

In recruiting a Senior Business Adviser we are looking for candidates who have a proven track record in providing enterprise support, who are passionate about making our region more entrepreneurial and are dedicated to producing high-quality results.

A Job Description and Person Specification are included in this pack. Please read this carefully and ensure that your application details the way in which your knowledge, skills and experience relate to the essential criteria in the Person Specification.

The closing date for the receipt of applications is Thursday 14th September 2023 at 12 noon.

We look forward to receiving your application.

DOWN BUSINESS CENTRE

Down Business Centre Ltd is a charity and social enterprise based in Downpatrick. Our core activities revolve around:

- Promoting entrepreneurship
- Encouraging the creation of new businesses
- Promoting employment
- Supporting stronger businesses

Our property base comprises our own administrative offices plus two office blocks for renting to new and existing businesses. We are also shortly opening a new storage compound comprising 25 separate units to provide businesses with overspill storage facilities. We also operate meeting room/conference room hire facilities for businesses and those in the community voluntary sector.

Services includes enterprise education activities in schools and community settings, pre-start up training and advice, start-up training, advice, and mentoring as well as support to existing businesses through training and mentoring. We also host various networking events.

For further information please visit our website www.downbc.co.uk



THE ROLE

Working with the Centre Manager you will deliver business pre-start, start-up and business development support services to include enterprise initiatives, outreach programmes and other related activities.

- Provide a professional business advice service to clients interested in starting a business.
- Help prepare business plans, including financial projections.
- Design and deliver training, seminars and clinics to a range of clients.
- Mentoring and coaching on various programmes from pre-start to existing business.
- Manage expenditure budgets, outputs and agreed income targets.
- Ensure a joined-up and co-ordinated approach to the delivery of services.
- Act as an ambassador for the Enterprise Centre in all dealings with clients and programme participants.
- Ensure all programme claims and supporting evidence are maintained to a high standard and are produced in a timely manner.
- Provide updates on programme delivery status on a regular and as-agreed basis.
- Recruitment of clients onto programmes and initiatives.
- Market and promote the services of the agency to clients, attendees, and stakeholders.
- Organise a range of networking activities for clients and local businesses.
- Supporting the Centre Manager with the development of new programmes and contribute to the submission of tenders.
- Build, develop and maintain a professional network of local stakeholders, including funders, businesses, community organisations and social enterprises.

PERSON SPECIFICATION

Qualifications

ESSENTIAL

Degree or third-level qualification in a relevant subject

DESIRABLE

Financial qualification.

Membership of the Institute of Business Consulting or other relevant professional body

Experience

ESSENTIAL

Minimum 3 years of experience in Coaching, Mentoring, Training and Advising clients at different stages of their entrepreneurial journey.

or

Minimum 3 years of experience in a Management position within a business or organisation.

DESIRABLE

Experience working with social enterprises.

Experience working on Government funded programmes and initiatives.

Experience in developing programmes and/or writing tenders.

Knowledge and Skills

ESSENTIAL

Strong written and oral communication skills.

Strong organisational and administration skills

Working knowledge of the Microsoft suite

A good understanding of the issues and challenges facing micro and small businesses.

Working knowledge of digital platforms for business (web and social media).

Experience of using Zoom or Teams for online presentations /training.

DESIRABLE

Awareness of sources of support for business

Knowledge of training and the ability to design training materials and deliver training courses.

Proven track record in pro-actively generating new business and exceeding targets.

THE PACKAGE

Salary

A salary of £31,000 per annum (reviewed annually).

Pension

Company supported Workplace Pension Scheme.

Holidays

36 days Annual Leave (inclusive of Bank Holidays).

Flexible Working

While the post is based at Down Business Centre, hybrid working is offered with the potential for up to 2 days per week working from home. This is a full-time post. The post holder should be flexible and expect occasional evening and weekend work (full-time equivalent is 37 hrs p.w.). Time Off In Lieu (TOIL) will be available.

Learning and Development

We support the strategic growth of employees. We offer a blended solution consisting of on-the-job training, e-learning, external seminars, training events and courses. There are also regular opportunities to be involved in pro bono Corporate Social Responsibility activities such as Young Enterprise etc



HOW TO APPLY

To apply for the position we require you to provide via email –

A covering letter, summarising how your skills and experience make you the ideal candidate for the position.

An up-to-date CV with clear and concise information that can be used to determine your suitability for interview. This should include details of your current or most recent salary

A minimum of two referees – with contact details - as well as guidance as to when, in the Recruitment process, we can take up these references

Please note that the successful candidate will be required to provide an Access NI check prior to taking up the role.

Closing date for the receipt of applications via email is Thursday 14th September 2023 at 12 noon.

Interviews will take place in the week commencing Monday 25th September.



CONTACT DETAILS

Applications should be sent via email to -

Janice McDonald, Centre Manager, Down Business Centre

Email: janice@downbc.co.uk

Enquiries regarding this position can be made to Janice via email or telephone: 07706 169622