



## Job Description

<b>Job Title:</b>	<b>Supporting Enterprise Coach</b>
<b>Hours:</b>	<b>30 hours per week</b>
<b>Reporting to:</b>	<b>Enterprise Programme Manager</b>
<b>Responsible for:</b>	<b>Delivery of BBO programme</b>
<b>Location:</b>	<b>Dorchester (County wide delivery, excluding Bournemouth, Poole and Christchurch)</b>
<b>Salary range:</b>	<b>£26,574 to £28,403 per annum (Pro-rata)</b>
<b>Fixed term contract:</b>	<b>Ending 30<sup>th</sup> April 2023</b>

Dorset Community Action (DCA) has supported community groups since 1997 as a charity providing a range of project management, business support and training services for VCSE organisations across Dorset. We aim to deliver our vision as a County wide organisation delivering quality services that deliver measurable outcomes and value for the VCSE sector.

DCA has been successful in securing funding from The National Lottery Community Fund's Building Better Opportunities (BBO) programme (Supporting Enterprise). This post will be funded by the European Social Fund and The National Lottery Community Fund, and the post holder will be employed to work solely on the Building Better Opportunities project. We have brought together a partnership that has the capacity to support beneficiaries across Dorset, using community enterprise to address the barriers many people face to get into training or work. We intend to do this by providing an accessible, community based, test and learn approach, using community enterprise to build confidence and longer term change in our beneficiaries.

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### 1. OVERALL PURPOSE OF JOB

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- The overall purpose of the job is to successfully deliver BBO project outcomes, by supporting BBO participants in Dorset into training, employment, self employment, or into new enterprise start ups. Ensuring compliance with TNL Community Fund and EU funding reporting requirements will be paramount.
- Work creatively with groups and individuals from varied backgrounds to support them on a life changing journey towards employment by delivering enterprise design, test and learn

coaching & training. This flexible approach will aim to provide an alternative to mainstream employment which many of our participants will never have experienced. Providing embedded employment and enterprise skills within a community setting encouraging creative thinking and opportunity development.

- Development of the BBO delivery, referral and continued development of community networks and opportunities are built around the project for participant's benefit.
- To engage, assess need and support through the programme the most hard to reach unemployed or economically inactive people including but not limited to the following groups; Mental health, learning disabilities, LGB&T, BME and equalities groups.

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## **2. RESPONSIBILITIES, CORE COMPETENCIES, AND TASKS**

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- PROGRAMME DELIVERY – Deliver the “Team Challenge” course to groups of participants based in their community setting. The “Challenge” will include assessment of a community need, design an enterprise around that need and launch the enterprise

Delivery of one to one self-employment, enterprise support. This will be based around the nurturing and development of an enterprise idea, business planning, predicting budgets, start-up costs and potential start-up funding opportunities for the individual.

- CASELOAD MANAGEMENT – manage a caseload of Supporting Enterprise participants and provide them with one to one support. Helping them overcome and work through barriers to employment or training by signposting into existing and new services as well as supporting them to access opportunities for volunteering and work experience, together with job search, employment, training and self-employment.
- PARTICIPANT DEVELOPMENT AND SUPPORT - Develop action plans with participants, with clear goals, identifying barriers and aspirations, measures to overcome/achieve and regularly review progress. Provide support and assistance to participants to successfully make the emotional and psychological transition towards employment. Be proactive and look for solutions to enable the participant to attain their goals. Promote participants to colleges and training providers and assist in the placement of participants into further education and training.
- MONITORING AND ASSESSMENT – Reporting into the Enterprise Programme Manager for regular one to ones and appraisals, target and goal setting. Undertake participant eligibility assessments and registration onto the project, collection of evidence in line with The National Lottery Community Fund requirements maintaining participant confidentiality of sensitive information at all times. Ensure the MIS (Lamplight) system is accurate and up to date, providing relevant reports when necessary.

- COMMUNITY / PARTNERSHIP DEVELOPMENT – Develop knowledge of local entrepreneurs, key people, businesses, organisations and an understanding of community issues in areas the project will deliver from.
- REFERRAL AND PROJECT DEVELOPMENT - Development of the delivery model (based on client group) and referral routes through key stakeholders including public, private and other voluntary & community sector organisations, and development of new enterprise opportunities and routes of progression.
- PEER SUPPORT - Integrate with and share knowledge across the Supporting Enterprise Coach team to benefit the delivery of the project.
- WORKLOAD & PROJECT PLANNING - including milestones, risk assessments, monitoring, session plans and evaluation.
- FINANCIAL MANAGEMENT – To be aware of and work within set budgets to deliver the BBO Programme.
- TRAINING - Undertake any training and development deemed necessary for the pursuance of the post.

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### **3. ORGANISATIONAL RESPONSIBILITIES**

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- TEAM WORKING - To work as part of DCA team across the county abiding by our team standards to ensure consistency of service.
- ADMINISTRATION - To be predominantly self administering and carry out own filing, typing, monitoring and file and email management.
- POLICIES - To abide by all DCA policies and values.
- TRAINING - To take part in quarterly staff meetings and training organised by/for DCA staff. To undertake personal training and development as agreed with your line manager.
- EQUAL OPPORTUNITIES - Dorset Community Action has an Equal Opportunities Policy and all employees have a responsibility for the successful operation of the Policy.
- OTHER DUTIES - Undertake any other duties commensurate with post, as agreed with the line manager, including evening and weekend work on occasion.

## Person Specification

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level / NVQ 4 in social enterprise, community development, training or other similar qualification and/or able to demonstrate significant experience at this level.	✓	
<b>Skills &amp; Experience</b>		
Minimum of 3 years delivering training to long term unemployed, disabilities, and minority groups in a one to one and group setting.	✓	
Delivered training funded by ESF or similar output focussed funders, including paperwork requirements and evidence collection.	✓	
Experience of setting up, developing and mentoring new community enterprises, projects, and services.	✓	
Partnership development skills across statutory, private, and VCSE sectors.	✓	
Excellent and natural communicator at all levels, able to work with a wide range of people.	✓	
Proven experience of effective work management practice including time management, prioritisation of work and work planning.	✓	
Able to use a range of administrative and outcome monitoring systems effectively, including use of management information systems.	✓	
Experience of participating and contributing effectively to business planning processes.		✓
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Working knowledge of The National Lottery Community Fund and EU funding.		✓
Awareness of the changing environment for local communities, voluntary organisations and other third sector organisations and the challenges they face.	✓	
Knowledge of community engagement and inclusion development practice.		✓
Understanding of and commitment to equal opportunities practice and	✓	

knowledge of approaches to enabling participation from excluded groups in the community.		
Other Skills and Qualifications	Essential	Desirable
Personal qualities: <ul style="list-style-type: none"> <li>• Positive and pragmatic;</li> <li>• Resilient and able to tolerate knock backs;</li> <li>• Committed to the ideals of the VCSE sector and DCA;</li> <li>• Patience, tolerance and understanding of others;</li> <li>• Financial awareness and business acumen.</li> </ul>	✓	
Excellent ICT & numeracy skills.	✓	
Excellent verbal and written communication skills.	✓	
A positive and creative attitude to work and problem solving.	✓	
An understanding of peer support methodology		✓
Knowledge and understanding of mental health issues and the impact these have on employment and training		✓
Driving License and access to vehicle.	✓	
Able to use own initiative, be self-motivated and to possess excellent organisational skills.	✓	
Able to work effectively as part of a team.	✓	
Able to sustain good working relationships with people, colleagues, external organisations and all other partners.	✓	
Available and willing to work evenings and weekends when necessary.	✓	