

SOUTH DURHAM ENTERPRISE AGENCY

JOB DESCRIPTION – GRANT ADVISOR – CLLD PANDEMIC BUSINESS RECOVERY GRANT

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| Job title: | Business Advisor – £27,000 p/a |
| Location(s): | Innovation House Bishop Auckland, working across the South Durham CLLD area. |
| Reporting to: | Support Manager |
| Funding: | This post is linked and funded to the South Durham Community Led Local Development. Any recruitment will be managed at risk and will be subject to securing funding from the above mentioned programme. |
| Summary: | <p>The role will help eligible SMEs and people thinking about starting a new business move through the small grant scheme. Supporting their application, signposting them into other provision and helping them develop their idea or plan.</p> <p>The advisor will support community activity to this end and filter applicants with a viable project into the grant process. The role will, if successful support the client through the sales process and monitor the progress of the granted works/ projects.</p> <p>The role will support SMEs in their recovery from the effects of the pandemic and help people start new businesses in the South CLLD area. It will support increases in employment in the SME community and help businesses be better equipped to sustain their businesses in a post pandemic world. This work will have a recovery and opportunity theme.</p> <p>Any appointment is subject to approval from the South Durham CLLD LAG for CLLD funding.</p> <p>The role is linked to funding provided by Community Led Local Development, an EU funded programme. The project will last for 1 year and any post will be recruited 100% for the delivery of this programme. The programme will be active between 1st January 2022 and 30th 31st December 2022.</p> |
| Key duties: | <p>Management & Administration</p> <ul style="list-style-type: none">▪ Keep accurate records of all client contacts and record activity on CRM system. Submit paperwork related to activity on time and ‘correct first time’▪ Complete details of activities and time sheets for monthly claim▪ Comply with contractual requirements & relevant working instructions related to an ERDF Funded programme▪ Report on activity at monthly project meetings▪ Liaise with all necessary parties relating to the management of the project, including (but not limited to) the external compliance delivery partner |

Client Management

- Adopt a diligent and robust approach to compliance and output management
- Act as the principal contact for clients
- Assist, help and advise SMEs on how to recover their business
- Assist, help and advise SMEs on how to take advantage of new opportunities brought about by recent changes
- Plan, deliver and manage one to one and group sessions relating to SME issues
- Help SMEs understand the types of growth available to their business
- Liaise closely with other SDEA and regional projects focused on SMEs and signpost where appropriate
- Diagnose the needs of the SME & agree an Action Plan / Outcomes
- Network with the other support organisations to enable a holistic approach to be taken to meet SME needs
- Help clients implement plans and identify resources required
- Help SMEs understand how to access finance
- Help SMEs plan the impact of finance on their business
- Assist in
- Support the creation of grant applications
- Present grant applications at grant panel meetings
- Liaise with clients on grant panel decisions
- Work with clients to move through grant claims
- Monitor & Evaluate service provision ensuring clients expectations are met
- Collect monitoring and LAG indicators relating to growth and improvement

Marketing and Engagement

- Marketing and promote the programme via social media channels
- Attend engagement events and functions, either directly or indirectly related to start-up and business support
- Liaise with the appointed marketing agency on the marketing of the project
- Write and create copy relating to the marketing and promotion of the project

Skills and Knowledge Requirements

- General business knowledge, including a good working knowledge of current statutory frameworks
- Knowledge of business principles and practices
- Knowledge of coaching and mentoring techniques
- Knowledge of SME growth issues and planning for growth
- Knowledge and experience of grant funded projects including EU funded programmes
- Ability to achieve outputs and impact targets as identified in the relevant project documentation
- Attention to detail with paperwork and record keeping
- Interpersonal skills, both written and verbal
- Flexibility to respond to individual client needs appropriately
- Tact, diplomacy and patience.
- Commitment to excellent customer care

General

- Attend Meetings, Networking & Training Events as required
- Support the Enterprise Grant for Growth Team with client work and demand smoothing during busy times, sickness or annual leave
- Attend any training courses agreed in your personal development plan
- Carry out duties as delegated by the Board and Exec team of South Durham Enterprise Agency
- Adhere to working practices including Health and Safety and Equal Opportunities

Applications

To apply for this role please provide a full CV with two referees, details of your current salary and a covering letter setting out how your experience and skills are relevant to the role. The closing date for applications is xxx

Equal Opportunities

South Durham Enterprise Agency is an equal opportunity employer and committed to the elimination of discrimination or harassment on the basis of disability, marital status, ethnicity, religious and political belief.

The Pandemic Business Recovery Grant Scheme is supported by the Community Led Local Development Fund. This post is funded through the European Structural and Investment Funds 2014 -2020 as part of the South Durham CLLD Programme.



PERSON SPECIFICATION – GRANT ADVISOR – CLLD PANDEMIC BUSINESS RECOVERY GRANT

Essential

- General business knowledge, including a good working
- Knowledge of business principles and practices
- Knowledge of coaching and mentoring techniques
- Knowledge of SME issues and planning
- Knowledge of start-up and enterprise issues
- Ability to achieve outputs and impact targets as identified in the relevant project documentation
- Attention to detail with paperwork and record keeping
- Interpersonal skills, both written and verbal
- Flexibility to respond to individual client needs appropriately
- Tact, diplomacy and patience.

Desirable

- Knowledge and experience of grant funded projects including EU funded programmes
- Knowledge of business growth issues
- Knowledge of current statutory frameworks

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| <ul style="list-style-type: none">▪ Commitment to excellent customer care▪ Responsive and committed to excellent customer service▪ Committed to inclusion and diversity▪ Microsoft Office 365 and basic IT skills | |
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