



Alt Valley Community Trust

Job Description: Business Adviser

This post is part funded by the European Regional Development Fund.

Job Title: Business Adviser
Reporting to: Project Manager
Hours: 2/3 days per week

Tasks and Responsibilities

1. To target clients/SMEs in Merseyside for participation in the Enterprise Hub project.
2. To generate eligible leads through prospecting for work, telesales, attending networking events and other avenues as appropriate.
3. To work to set targets for the delivery of outputs/results.
4. To ensure the delivery of the programme meets requirements of ERDF funders with regards to quality standards.
5. Carry out a diagnostic assessment of the needs of each client/business and complete all necessary paperwork to evidence the assist.
6. Deliver support plans for the client/SME based on the findings of the assessment.
7. Deliver pre enterprise and new enterprise business support services to include for example:
 - Start up support
 - business planning
 - HR support, policy writing
 - sales and marketing strategies
 - workforce development advice and training
 - health and safety improvements
 - Equality and Diversity improvements
 - Support with developing quality systems
8. Assist the client with a strategy for creating jobs within their organisation where appropriate.
9. Monitor and evaluate the effect of the business support on the SME and maintain records and forms as requested by lead body and funding agency.
10. Signpost the SME to further mainstream business support and advice.
11. Responsible for meeting profiled targets.
12. Liaise with other Business Advisers and administration staff at Alt Valley Community Trust and partner organisations to share best practise from the project.



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13. Provide written reports and verbal updates to Senior Management Team as appropriate.

Person Specification

Key Skills, Competencies and Experience

The Business Adviser will be experienced in working with pre enterprise and new enterprise businesses, offering high quality advice and supporting them through their strategic development. He/she will also support the management team in leading, mentoring and monitoring performance of the advisory team. The individual must have experience and knowledge of the SME sector as well as

- Strong communication and selling skills.
- Experience of working in a commercial environment.
- Be a commercially minded individual with flexibility of thought, who can critically assess a situation and find & implement business solutions.
- Ability to complete tasks within a specified timeframe and plan to achieve targets.
- Excellent organisational skills.
- Ability to take full responsibility for the role as well as motivate others.
- Ability to manage change and a demanding work environment.
- Team player and ability to work with internal teams and partner organisations.
- Knowledge of quality systems.
- Experience in setting up and running a new small business either as an advisor or perhaps from actually running a small business yourself.
- Ability to establish good working relationships with colleagues, clients and stakeholders.
- Empathetic, non-judgmental and comfortable in engaging with people of all ages and backgrounds.
- Strong ICT skills, including comprehensive understanding of MS Office systems.

Essential

- Must have a full and valid driving licence and use of a car.

Desirable

- Ability to use databases CRM systems for client management purposes.
- Proof of Continued Professional Development.
- SFEDI accreditation or Advice & Guidance NVQ Level 4.



- An awareness of funding opportunities for businesses.

