

Business Adviser Candidate Brief



Thank you for your interest in working with Antrim Enterprise. A local charity and social enterprise, we are a leading provider of business support in the borough of Antrim and Newtownabbey. We are delighted you have chosen to find out more about coming to work for us. We are looking for candidates who have proven track record in providing enterprise support; who embody our core values especially those who are passionate about making Antrim and Newtownabbey more entrepreneurial; are dedicated in wanting to produce high quality results for their employer and are reliable and dependable.

A job description and person specification are included in this application pack for the role of Business Adviser. These provide information about the job for which you are applying. Please read 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.

Your CV should contain clear and concise information that can be used to determine your suitability for interview. Provide evidence of ways in which you meet the selection criteria. Give examples drawn from your experience, together with any notable achievements or results.

A minimum of two references should be included, with a method of contact.

Successful candidate/s will be required to provide an Access NI check prior to starting.

Please include your current or most recent salary and indicate when, in the process, we are able to contact your referees.

Please include a cover letter, summarising how your skills and experience make you the ideal candidate for the position.

Please click the apply now button to apply.

Closing Date 29th May 2023

Interviewing will take place fortnight commencing 5th June 2023

We are excited about new members joining our team and look forward to receiving your CV.

Job Title	Business Adviser
Background	Antrim Enterprise Agency Ltd is a charity and social enterprise based in the borough of Antrim and Newtownabbey since 1991. Our core activities are around: ❖ Promoting entrepreneurship ❖ Encourage the creation of new businesses ❖ Promoting employment ❖ Supporting stronger businesses Antrim Enterprise has a property base of industrial units as well as The Hatchery NI; a co-working building and NEXTspace; a collaborative office suite. The enterprise centre also operates meeting room hire facilities to micro business 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, mentoring as well as existing business training, mentoring and support. Antrim Enterprise host various networking events including Open Coffee, and NETWalking. We deliver a Healthy Entrepreneur Programme to tenants and local businesses.
Our Vision	To be the destination of choice for enterprise development, enabling budding entrepreneurs to develop and grow a successful business, thereby achieving their entrepreneurial dreams.
Our Mission	We ensure that every client that comes through our doors are helped, encouraged and supported on their entrepreneurial journey.
Our Values	Fundamental to our success in achieving our vision and mission, is the fact that quality underpins everything we do, and we do it with <i>pride</i> which encompass our core values: Passion: Our staff are emotionally committed employees, passionate about their work and the organisation they work for Respect: We are about treating all people [directors, staff, customers, clients, suppliers and stakeholders] with dignity and value the collective power of teamwork. Integrity: Antrim Enterprise is about being honest and having strong moral principles in all our day-to-day dealings with customers, clients and suppliers Dedicated: Antrim Enterprise fosters strong teamwork and encourages personal initiative and growth within the workplace Excellence: We strive to excel in every aspect of our business and deal with every task with a determination to succeed
Location	Office based: 58 Greystone Road, Antrim, BT41 1JZ A maximum 2/5 of the contract can be hybrid
Post Hours	Full and Part-time considered. The post holder should be flexible and expect occasional evening and weekend work. Full time equivalent is 37.5hrs Actual hours of work are flexible and based on the needs of the organisation across seven days/week

Additional Requirements	Access to vehicle is essential
Total Reward Package	<i>The elements that make up your Total Reward package with Antrim Enterprise:</i> <i>Salary</i> Your annual salary up to £32,000 (depending on experience) <i>Pension</i> Generous support from the Company as you save for retirement : (8% Antrim Enterprise employer contribution cf. 5% statutory minimum) Antrim Enterprise covers all the set up & maintenance costs of the SES. <i>Other Benefits Available</i> <i>Cycle2Work:</i> Antrim Enterprise operates a Cycle2Work scheme on request which can save employee money on the price of a brand new bike and safety equipment. <i>Health & Wellbeing package:</i> Employees benefit from an annual £250 shared cost towards health and wellbeing initiatives of their choice <i>Family friendly leave:</i> Antrim Enterprise offers a range of bereavement leave depending on the family member. <i>Learning and Development:</i> Antrim Enterprise supports the strategic growth of employees with the aim of giving everyone the opportunity to reach their maximum potential and develop transferrable skills – via a blended solution made up of elements such as; on-the-job training, team based training & information, team building activities, e-learning, internal & external seminars, training events and courses which can lead to accredited & non-accredited qualifications. There are regular opportunities to be involved in pro bono corporate social responsibility activities such as Young Enterprise etc. Paid 20 minute daily breaks with refreshments provided at no cost Opportunity for agreed Time Off in Lieu (TOIL) Free car-parking 30 days annual leave including Bank Holidays
Reporting to	Chief Executive
Main Purpose	Delivery of a range of start-up and existing business support programmes and services (both private sector and social enterprises).

Duties and Responsibilities	• Working with the Chief Executive you will deliver business pre/start-up and business development support services to include - enterprise initiatives, outreach programmes and other initiatives. • Provide a professional business advice service to clients interested in starting a business • Help prepare business plans, including financial projections • Design & deliver training, seminars, clinics to a range of clients • Mentoring and coaching on the 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 Chief Executive with the development of new programmes, contribute to submission of tenders. • Build, develop and maintain a professional network of local stakeholders, including funders, businesses, community organisations and social enterprises
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Personnel Specification

NB This job description is not intended to be exhaustive. The post-holder will be expected to take on responsibilities and tasks as necessary to ensure the effective delivery of Antrim Enterprise activities

Criteria	Essential	Desirable	Assessed
Relevant Qualification	Either a degree/higher level qualification in a relevant subject or Three years minimum experience in a similar role	Financial qualification Membership of the Institute of Business Consulting or other relevant professional body	CV application Certificates of Qualifications may be requested
Relevant Experience	Minimum 3 years' experience in Coaching, Mentoring , Training and Advising clients at different stages of their entrepreneurial journey OR Minimum of 3 years' management experience within a business/organisation Awareness of sources of business support for the purposes of signposting clients for support An excellent knowledge and ability with IT packages including Microsoft Zoom or alternative for online presentations/training	Experience in working with social enterprises Experience in working on government funded programmes/initiatives Experience in development programmes and/or writing tenders	CV application and interview

	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 A good understanding of the various issues and challenges facing micro and small businesses		
Skills, knowledge and abilities	Proactive and able to manage workload with guidance from the Manager, making sure tasks are clearly understood and taking personal responsibility Working knowledge of social media platform for business Strong written and oral communication skills Strong organisational and administration skills Methodical with an attention to detail Desire to learn, understand and apply new technologies to the role Positive, enthusiastic and willingness to learn		CV application and interview

	Approachable, empathic, and compassionate Personal motivation to perform your role to the highest standards Driven with the willingness to self-develop Able to effectively engage with clients and constantly aim to optimise their experience Strong team player and ability to work independently Possess analytical and problem-solving skills Entrepreneurial in nature Flexible and open to change Customer care and people skills A positive role model within the team, representing and supporting the company's values Honest and trustworthy		
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By submitting your CV you understand and accept that the particulars given are complete and correct to the best of your knowledge. Any candidate found to have given false information or to have wilfully suppressed any material will be liable to disqualification and if appointed, dismissal.

We reserve the right to enhance the short listing criteria when this is deemed necessary.

