



CCS

people • place • enterprise

CCS - Community Council for Somerset

Enterprise Advisor

Job Description & Person Specification



Enterprise Advisor x 2 posts (East Somerset & West Somerset)

Salary	£24,500 per annum
Hours	35 hours per week
Location	Home-based working and attendance at CCS Office on a regular basis. Countywide travel will be required.
Contract Length	Initial 1 year contract. Possible extension subject to funding
Holiday	25 days per year plus bank holidays
Reports to	Data & Impact Manager

Job Role

To increase the capacity, variety and sustainability of small caring enterprises (Micro-providers) in Somerset to ensure that people have access to a real choice of local, flexible support and services to improve their lives. Focus will be to support carers, either in their caring role or by enabling carers to access activities that improve their health and wellbeing outcomes.

Identify opportunities for carers to engage with other VCS partners who provide health and wellbeing activities and therefore help address a current urgent gap in support for carers. Micro-provision will be enhanced as a viable alternative model for longer term care needs in Somerset.

Key Tasks

To work with health, care and community partners to:

- Identify, engage and build effective relationships with existing Micro-providers and Micro-provider networks.
- Identify gaps and opportunities to develop community enterprise in specific geographies or service areas.
- Support new and developing Micro-providers through a mix of Enterprise facilitation, workshops, mentoring, 1:1 coaching and specialist signposting.
- Support the development of local micro-provider networks, responding to needs to ensure support is targeted to promote network effectiveness and sustainability.

Key Tasks (cont.)

- Develop a toolkit of supports and signposts that can help community Micro-providers overcome barriers.
- Embed an agreed approach to quality.
- Ensure that enterprise support enhances and works in collaboration with existing enterprise support services, minimising the potential for duplication.
- Effectively design and deliver activities and events relating to the awareness and promotion of Community enterprise in Somerset.
- To provide stories and statistics relating to the numbers, impacts and outcomes of community enterprise in Somerset; contributing to project evaluation.
- Work in a way consistent with the values and philosophy of CCS.
- To develop effective working relationships with all CCS staff. To work as part of a team, contributing to meetings, attending relevant training, cascading information and providing ongoing support and information to managers, to enable the smooth running of the project.
- To maintain a robust electronic database of Micro-providers, ensuring compliance with the Data Protection Act and General Data Protection Regulation. To adhere to all safeguarding requirements both in the home and in the communities, taking reasonable care not to do anything that may endanger yourself or others.

Key Targets

- Support the development of Micro-providers as a way to provide local community based solutions to address people's health and social care needs through a quality assured approach.
- Provide people with information about Micro-provider support.
- Ensure that health and social care professionals feel confident referring people to community based solutions including Micro-providers.
- Encourage clients to be less dependent on traditional services with a higher proportion of eligible needs being met by local community based solutions including Micro-providers.
- In conjunction with other CCS staff, help identify gaps in service provision and build capacity in communities to provide appropriate solutions.

Additional Targets

- Engage with local stakeholders, e.g. community groups, transport schemes etc to develop quality referral routes for clients.
- Take responsibility for your own time management and administration.
- Report regularly to your Line Manager.
- Attend relevant Village Agent progress meetings and training.

Additional Targets (cont.)

- Make necessary links to local services and stakeholders.
- Take part in training that is relevant and appropriate to the post as approved by your line manager.
- Complete weekly timesheets.
- Undergo a bi-annual appraisal and regular supervisory sessions.
- Maintain client database and reporting mechanisms.

Personal Skills

	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's or equivalent, to include English and Maths (A*-C grade)• Willingness to undergo additional training	<ul style="list-style-type: none">• Experience in the delivery of information, advice and guidance.• Relevant health or social care qualifications or training• Experience in business or enterprise support
Knowledge, experience and skills	<ul style="list-style-type: none">• Good computer literacy to include keyboard skills with use of internet, Outlook and Microsoft Office• Demonstrate a strong understanding of Health and Social Care systems and the national regulatory requirement• Community engagement• Good written, verbal and administration skills.• Effective record keeping of visits• Experience of working in or with the enterprise & business sector• Experience of Issues relating to people• Experience of Public speaking• Experience of Delivering a presentation• Experience of rural issues and good knowledge of geographical area	

Personal Skills

Personal Qualities

- Energy and Enthusiasm.
- Excellent communication skills demonstrating patience & understanding.
- Use of initiative/self-motivated including in developing the role
- Non-judgmental and able to maintain confidentiality.
- Thorough and attentive to detail.
- Problem solver, pragmatic, resilient, flexible and adaptable.
- Ability to see opportunities and link people together for mutual benefit.
- Willingness to participate in training and acquire new skills.
- The ability to work in a team and network with partners.
- The ability to work confidently alone.
- The ability to manage your workload and identify priorities.
- Willingness to work flexibly to engage with community enterprise outside normal office hours to achieve positive outcomes

Values

- Desire to help people.
- Focus on people's gifts and talents
- Must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.
- Commitment to the needs of people living in rural areas.

Other

- Access to a reliable broadband connection
- Full current driving licence
- Access to a reliable car insured for business purposes
- Enhanced DBS check will be conducted
- To live in the designated geographical patch (Somerset West: West Somerset, Taunton Deane & Sedgemoor or Somerset East: Mendip & South Somerset)

For further information:

Email:

recruitment@somersetccc.org.uk

Call us

01823 331 222

Visit our websites

For information about our projects

Community Council for Somerset

www.ccslovesomerset.org

Somerset Carers - a resource for Unpaid Carers

www.somersetcarers.org

Village & Community Agent dedicated website

www.somersetagents.org



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