

Business Advisor/Mentor

Salary £22,000

Location Crosshill, Lochgelly, Fife

BRAG Enterprises Limited, a social enterprise, was formed in 1988 in response to the decline of the heavy engineering and mining industries of Fife. Its primary aim is the regeneration of the communities through the creation and support of sustainable employment.

To compliment this activity, we provide a wide range of initiatives including business support, retraining and recruitment. The organisation has developed an excellent track record of working with some of the most hard to reach groups in Fife. Our New Enterprise Allowance service is delivered in partnership with People Plus who are the programme lead for Scotland

The main purpose of the Business Advisor/Mentor role is to support DWP Claimants to start their own business. This is achieved through a series of face to face meetings to help clients to draft a business plan, set up their business, access funding where appropriate, and to develop their idea into a successful business.

The key duties and responsibilities include -

- Face to face meetings with clients to discuss their business need and assist the client in the production of a business plan
- Support the client through the New Enterprise Allowance (NEA) scheme
- To work with NEA clients who have commenced trading and facilitate the mentoring matching process
- Recording and reporting of outcomes and successes within agreed timescales and to funder requirements

The ideal candidate will have experience of setting up or managing a small business, and of providing services to socially and economically diverse communities with appropriate engagement skills to do so effectively.

Essential Attributes include -

- Good project management skills and ability to manage a range of concurrent case loads
- High standards of personal organisation within working practices, including a methodical approach to work and a highly developed attention to detail
- Experience of financial planning and budgeting
- Excellent written and verbal communication skills with the ability and confidence to deal with representatives of external bodies and organisations
- High levels of computer literacy, including spreadsheets and word processing
- Full clean driving licence with access to a suitable vehicle

This post is for 36 hours per week, and although based at our Crosshill offices, you will be expected to travel to client sites as necessary. Appropriate travel expenses will be paid for this. The BRAG rewards package will also include an employer's contribution to our pension scheme and medical health cover

If you think you are the ideal candidate for this post, please call 01592 860296 or email VMcCann@brag.co.uk

Applications close on the 2nd September with interviews planned for Wednesday 8th September