

Flexible Routeway Provision (Derbyshire North-East)

50+ Self Employment Support

PRIME 50+ Enterprise Support Worker

JOB DESCRIPTION AND PERSON SPECIFICATION

The role is to be responsible for the delivery of PRIME's Subcontract and programme with PHOENIX ENTERPRISES (ROTHERHAM) LTD under the DWP Flexible Routeway Provision (Derbyshire North-East), further PRIME's objectives in the region, and to contribute to PRIME's national development. The post holder will be supported by PRIME centrally, and will be able to build on the experience of PRIME across the UK.

Key tasks and responsibilities:

- To conduct outreach activity, programme promotion and develop referral partnerships to ensure a footfall
- To provide an group workshops / experiences that enable clients to understand themselves and orientate themselves in the pre-enterprise business journey
- To offer regular one-to-ones with each client to formulate and support an agreed progression route
- To ensure there is a coherent pre-enterprise offer which can be delivered in a planned way and is integrated into the broader N East Derbyshire Flexible Routeway programme
- To develop a close effective day-to-day working relationship with Phoenix Enterprise and to work within any guidelines and boundaries as may be advised in relation to use of their premises and resources
- To develop a close working relationship with Business Link East Midlands to enable referrals to appropriate points in their offer
- To ensure the tone, level and content of the programme is appropriate to the clients
- in conjunction with the marketing officer and appropriate stakeholders, to identify and implement marketing opportunities within the area
- identify opportunities for working in an innovative way.
- produce statistics, reports and monitoring information in a timely and accurate fashion, and contribute to evaluation and assessment as required
- collect and disseminate learning from experience in the area

- contribute to the overall work of PRIME. This will require occasional travel outside the region, for example to London for a staff meeting, or to other regions to assist with a conference or other event.

PERSON SPECIFICATION

ESSENTIAL

- Experience/knowledge of small businesses and the small business advice and support sector
- Experience of organising and delivering pre-enterprise support workshops or seminars
- Experience of delivering one-to-one enterprise support
- Experience of delivering business information and training
- Networking and interpersonal skills
- Good team player and effective communicator
- Effective presentation skills
- Good organisational, record-keeping and administrative skills
- Numerate
- Ability to manage own workload and time, and to be a self-starter
- IT literate
- Commitment to the aims and principles of PRIME
- Understanding of issues affecting people over 50
- Able to undertake travel and deliver outreach provision effectively around the area and able to attend some meetings outside the region
- Be prepared, at PRIME's cost, to work towards the National Standards of Professional Competence and other appropriate recognised quality standard.

DESIRABLE

- Previous experience in a not for profit organisation.
- Previous experience of Employment Programmes
- Previous experience of outreach programmes
- Knowledge of the North East Derbyshire district
- Writing skills
- Able to stay overnight outside the region occasionally

PRIME 50+ Enterprise Support Worker – North East Derbyshire

SALARY:	£12,000 pa
HOURS OF WORK:	Half-time (17.5 hours per week).
LOCATION:	Chesterfield
HOLIDAYS:	11 working days per year.
PENSION SCHEME:	The person appointed will be eligible to join the Age Concern Money Purchase Pension Plan. This is a contributory scheme to which the employee can choose to contribute from a minimum of 3%. The employer's contribution is 5% plus life assurance.

The current funding for this post is through the DWP Flexible Routeways programme under a Subcontract from PHOENIX ENTERPRISES (ROTHERHAM) LTD, and ends on 22 June 2011. This post will be offered on an open-ended contract.

**THIS DOCUMENT IS NOT AN OFFER OF EMPLOYMENT
NOR A STATEMENT OF TERMS AND CONDITIONS.**

July 2008