

**Job Title:** Social Enterprise Officer

**Responsible to:** CEMVO Scotland Chief Executive

**Hours of Work:** Full-time (35hours per week)

**Salary:** £27,000PA + 4% pension

**Length of Contract:** Fixed-Term Initially to 31st March 2020 (Likelihood of further years extension subject to continued funding)

**Office Base:** Glasgow (but travel across Scotland expected)

**Main Objectives of the job**

To provide social enterprise development support to ethnic minority (EM) groups through CEiS Just Enterprise (JE) Programme & Scottish Government social enterprise support programmes.

To provide capacity building support to ethnic minority groups throughout Scotland for the development of social enterprise, and facilitate access to mainstream social enterprise support structures.

To organise and deliver social enterprise awareness and training events to EM organisations / community groups.

**Specific Duties and Responsibilities**

* To provide social enterprise development support to EM groups / organisations accessing CEiS Just Enterprise (JE) Programne that are ready or nearly ready to trade – i.e. business plans, marketing / market research, legal structures, finance, product development, funding, etc.
* To work as part of a social enterprise team in providing start-up / pre-capacity building social enterprise development support to EM groups / social entrepreneurs
* To organize and deliver social enterprise awareness raising events across Scotland targeting EM groups / social entrepreneurs
* To work as part of a social enterprise team in delivering in-house training to EM groups – i.e. good governance, business planning, finance, marketing, legal structures, etc.
* To promote social enterprise to EM groups and support them to access support through the JE programme.
* To work closely with social enterprise colleagues on monitoring / achieving social enterprise outputs and outcomes within Scottish Government targets and JE delivery contract – including ensuring drawing down of finances within the contract.
* To work with mainstream social enterprise support agencies and facilitate ethnic minority participation by establishing two-way referral systems.
* To work closely with social enterprise colleagues on all areas of social enterprise development, including attending meetings / forums with Scottish Government and other key stakeholders / decision makers.
* To work closely with CEMVO Scotland Chief Executive and social enterprise colleagues to ensure that the social enterprise development needs of EM communities are being met, which will include drafting funding applications where appropriate.
* To draft responses to social enterprise related consultations or relevant meetings / events when requested by the Chief Executive.
* To produce reports and case studies for the Chief Executive when requested on the progress and outcomes of social enterprise development activities.
* To observe and comply with CEMVO’s policies, procedures, systems and standards and to contribute to their implementation and development.
* To work evenings and weekends on an occasional basis as required.
* To undertake such other duties, including drafting and completing funding applications as may be necessary to further the work of CEMVO Scotland.