**Launch It Dundee**

**Dundee Enterprise Centre**

**Business Support Manager- Maternity Cover**

**One Year contract**

**Salary: £20,000 to £30,000**

**Purpose of the Job**

This is a unique opportunity to manage a new youth enterprise centre in Dundee where your input will shape the culture and success of the project. Working in partnership with the London charity, Launch It, and utilising their enterprise centre model, a new enterprise centre has been set up in Meadowside Dundee. Following a refurbishment period Launch It Dundee has now recently its doors to the public. The job holder is expected to take responsibility for all aspects of running the Centre including providing front-line management of all activities. Primary duties include premises management and client recruitment and support. They will be expected to meet targets including building occupancy, increased survival and prosperity of the businesses in their charge. They will also provide management information on finances and client progression for the Trustees.

**Key features of the role:**

**Raise Awareness of Enterprise**

* Developing partnerships with local organisations including the Chamber of Commerce, Local authority and Abertay university to initiate activities that encourage youth enterprise and build a collaborative community network.

**Client Recruitment**

* Undertake client recruitment, including undertaking outreach activities into the local community
* Provide pre-start advice, helping potential clients of the centre prepare their business plans and raise funding
* Build a strong client referral system with agencies, banks, council, colleges and other youth support organisations
* Provide for the needs of clients applying to come into the centre in accordance with the Trust guidelines. Maintain and manage a waiting list.

**Business Support**

* Provide ongoing support so that clients have the best chance of making a success of their business
* Establish contacts with local businesses, agencies, charities, solicitors, accountants, etc. to establish an effective referral network for the benefit of clients
* Recruit mentors to provide specialist support
* Assist with employability strategies, guiding potential clients to appropriate training programmes and external organisations

**Centre Management**

* Manage the smooth running of the Enterprise Centre and ensure that the premises (maintenance, health & safety, etc.) are fit for purpose
* Conduct tours of the centre and meetings for other interested parties

**Reporting and Monitoring**

* Adhere to the principles of practice outlined for the centre.
* Measure against key performance indicators and share this information as agreed with central organisation.
* Provide management information and report on outcomes and progress and maintain appropriate records and administration that may be required
* Meet targets including occupancy rates, business survival rates and prosperity of the businesses, employability outcomes and participation in enterprise activities
* Manage the rental process and ensure rents are paid by the clients
* Report to trustees monthly and immediately on any significant development
* To carry out other duties as requested by the Trust

**Budgetary Responsibility**

* Responsible for preparing and managing a budget. Specific responsibility for rent collection and actively contributing to fundraising.

**Health and Safety Responsibility**

* To implement the Health and Safety policy within the centre and for advising clients on such issues.

**Personal Specification**

**Essential**

Commitment to the vision, mission and purpose of the Trust

**Skills and Knowledge**

* Self-motivated, self-starter
* Experienced business adviser or run your own business
* Excellent communication skills
* Excellent interpersonal skills, empathy building, coaching skills
* Ability to motivate individuals
* Experience in giving presentations
* Numerate
* Knowledge of and good practice in equal opportunities
* Empathetic to the circumstances of the target group
* An effective team member
* Knowledge of the local area

**Experience**

* Worked with business support programmes, writing business plans or run own business.
* Effective networking skills and able to work with external agencies
* Working with disadvantaged young people
* Working with spread sheets, financial data and budgets
* Working with challenging targets
* Worked with enterprise and employability programmes
* Event Management skills

**Technical skills and qualifications**

* If no recognised business support qualification, then other relevant subjects, e.g. marketing, accounting, project management or has demonstrable experience
* Computer literate and familiar with database systems and Microsoft Office

**Commitment and disposition**

* Highly conscientious and ambitious for the aims and aspirations of the Trust
* Able to work under pressure and meet deadlines with some flexibility to work as required by the demands of the job

**Desirable**

**Skills and Knowledge**

* Knowledge of business support programmes
* Target setting
* Previous experience of working with people from disadvantaged and diverse backgrounds

**Experience**

* Working as/with volunteers
* Project Management
* Contract Management
* Working across more than one organisation
* Fundraising

**Technical skills and qualifications**

* Experience of health and safety, running a building
* Business planning qualification or equivalent experience
* Database or presentational software
* Tax, accounting, finance experience

**Closing date for applications: 24th May 2019**

**Interview date: 27th- 31st May 2019**

**Please send by email to amber@launchit.org.uk your CV and a covering note outlining why you are the right person for the role**

**(Charity currently rebranding from Youth Support Trust Scotland- charity number SCO 48425)**