**Business Development Officer**

**Position:** Business Development Officer

**Reporting to:** Programme Manager

**Hours:** 14 hours per week

**Salary:** £12,228.00 (FTE £30,570.00)

**Location:** 417-419 London Road**,** Glasgow with travel to other parts of Scotland.

**Term of Contract:** Fixed Term (12 months)

**Role Profile**

WEvolution’s mission is to work alongside individuals in Scotland's least understood communities nurturing environments to achieve their aspirations while they grow their confidence, skills and income. We do this through enabling people to come together in fun Self-Reliant Groups.

WEvolution is currently looking for a Business Development Officer to join our team to:

* Increase the number of people in SRGs taking their business ideas to the next stage.
* Offer a high quality support to SRGs and their businesses.
* Maximise the opportunities to promote the SRGs

This is a superb opportunity for a proactive and energetic individual who is passionate about people, especially women, and trusts their resourcefulness and ability to start a journey in business starting with informal income generating activities. We have prided ourselves in being a disruptive organisation and team and we are looking for someone who can embrace the challenge of delivering within this environment. This role will suit someone who is dynamic but patient and empathetic with a background in supporting individuals and/or groups in microbusiness start-ups and/or marketing and sales.

**Main Duties & Responsibilities**

1. **Develop and Coordinate Business Development & Support to SRGs**

* Work one on one with SRG members that want to move their business forward offering relevant advice, encouragement and support in their business journey.
* Create and organise business training workshops for SRGs including on bookkeeping, product/service pricing, social media, branding and quality.
* Work alongside the Benefits Advice Worker to support the income generation and self-employment aspirations of SRG members who are on benefits.
* Offer guidance and support to the SRGs in their applications for bank accounts and business insurance.
* Encourage and support SRG members to take part in the wider networks and programmes around women entrepreneurs and International Women’s Day.

1. **Recruit and Support a network of mentors for SRGs**

* Identify and recruit individuals who would make good mentors for SRGs intent on pursuing their business goals and including those who successfully apply for WEvo loans.
* Draw up mentoring guidelines and train mentors in keeping with the SRG ethos.
* Track and keep records of progress in mentor programme.

1. **Oversee and Coordinate WEvolution’s Microfinance initiative:**

* Meet with SRG applicants to obtain information about loan applications and answer questions about the process.
* Assess the business case for loan applications and support SRGs to prepare all the documents for the WEvo Loan Panel.
* Support applicants through the loan repayment period including negotiating payment terms where appropriate.
* Continue to make WEvolution’s microfinance policy relevant to the applicants.

1. **Other Responsibilities:**

* Remaining vigilant to new trends, policies and business models that could impact the longer term evolution of the SRG movement.
* Contribute to communications material on SRGs and social media posts.
* Work as part of the team and to contribute to the achievement of its overall objectives.
* Any other duties deemed necessary to fulfil the post both now and in the future to meet business needs.
* Provide full flexibility in supporting other areas of the business as and when required including cover for absences of team members when necessary.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Educations, Qualifications & Training** | **Essential** | **Desirable** |
| Degree in business, marketing or a related field. | √  √ |  |
| **Experience& Knowledge:** |  |  |
| Experienced in delivering high quality and effective business support.  Proven track record and ability to coach and mentor.  Competent with I.T. (Microsoft Packages)  Good business acumen, financial and budgetary experience.  Successful background in sales and customer service  Knowledge/experience of working in a commercial environment. | √  √  √  √  √  √ |  |
| **Competencies, Skills & Personal Attributes:** |  |  |
| Creative and bold  Ability to communicate effectively at all levels of the organisation and externally.  Excellent communication skills both verbal and written.  Strong organisational skills.  Self-motivated with the ability to work under pressure whilst maintaining high standards.  Excellent team player | √  √  √  √  √  √ |  |
| **Other** |  |  |
| Driving License | √ |  |

**Our Offer**

* Flexible and empowering work environment.
* The opportunity to make a difference.
* Monthly re-imbursement of out of pocket work related expenses including mobile charges.
* Mileage scheme for car travel or full fare re-imbursement.
* Generous annual leave and public holiday allowance.
* Access to Cycle to Work, Company Life Assurance and Healthcare Benefit Scheme.
* 8% pension scheme contribution.

**Recruitment Process**

* If all of the above excites you then please email a covering letter – no more than two sides of an A4 sheet - explaining your motivations for applying and why you feel confident in completing the main duties of this role plus your CV to [info@wevolution.org.uk](mailto:info@wevolution.org.uk) by **5pm on Thursday 5th September 2019.**
* Successful applicants will be requested to submit a video interview by **Friday 13th September 2019** and if successful at this stage will be invited to an interview in-person which will take place in Glasgow on **Monday 23rd September 2019.**
* We would look for the successful candidate to start **mid-October 2019**.
* If you would like to have an informal chat about the role this can be arranged by calling the WEvolution office on 0141 550 3755.