

**Job Title:** Social Enterprise Officer

**Responsible to:** CEMVO Scotland Chief Executive

**Hours of Work: Part-time 17.5 or 21 hours per week** depending on successful applicant preference.

**Salary:** £28,000PA (£14,000 @ 17.5 hrs or £16,800 @ 21 hrs pro-rata) + 4% pension

**Length of Contract:** Fixed Term Contract, initially to **31st March 2026** with possible extension to **31st March 2027** depending on continuation of contract with CEiS

**Office Base:** Glasgow (but travel across Scotland expected and a level of home working)

**Main Objectives of the job**

To provide social enterprise development support to ethnic minority (EM) groups and individual entrepreneurs through CEiS Just Enterprise (JE) Programme.

To provide capacity building support to ethnic minority groups throughout Scotland for the development of social enterprise.

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

**Specific Duties and Responsibilities**

* To provide social enterprise development / start-up support to EM groups / social entrepreneurs accessing CEiS Just Enterprise (JE) Programne
* To provide business development and start up support to EM social enterprises – i.e. business planning, marketing / market research, legal structures, financial planning, 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 and social entrepreneurs.
* To organize and deliver social enterprise awareness raising events across Scotland targeting EM groups and 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, financial planning, marketing, legal structures, digital development, etc.
* To promote social enterprise to EM groups and support them to access support through the CEiS Just Enterprise programme.
* To work work closely with the social enterprise lead in monitoring and achieving social enterprise outputs and outcomes within the JE delivery contract – including ensuring drawing down of income and invoicing CEiS through the contract.
* 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 the social enterprise lead in ensuring that the social enterprise development needs of EM communities are being met, which will include drafting funding applications for CEMVO where appropriate.
* To draft responses to social enterprise related consultations and attend 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.

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**Person Specification**

**Essential**

* Extensive knowledge and experience in social enterprise and in social enterprise development, including start-ups.
* Demonstrated skills and experience in providing social enterprise business development support to both organisations and individual social entrepreneurs
* Demonstrated skills, knowledge and experience in supporting groups / social entrepreneurs in drafting business plans, product / service development, financial planning, advising legal structures, good governance, marketing / market research, accessing funding, tendering for contracts, and other business related areas.
* Experience in organising, designing and delivering training / awareness raising events, particularly around social enterprise
* Knowledge of, and good links with mainstream social enterprise sector in Scotland
* Strong commitment towards race equality, and empathy towards issues affecting ethnic minority communities / groups
* Excellent communication, inter-personal and presentation skills
* Ability to work to tight deadlines, often within conflicting priorities
* Exceptional organisational and planning skills, including ability to plan own work load, ensuring successful management of outputs and outcomes within projects
* Good monitoring, evaluation and administrative skills
* Ability to travel throughout Scotland

**Desirable**

* Whilst we ideally seek someone with experience of working with ethnic minority communities / groups, **our essential criteria is to appoint someone with extensive social enterprise business support experience.** Thus, it is a highly desirable if candidates have some experience or understanding of working with ethnic minority groups / individuals, but this is not essential as the successful candidate will be able to develop such learning on the job and through working with CEMVO colleagues.