

Job Description - Cayr Local Enterprise Facilitator

Job Title	Cayr Local Enterprise Facilitator
Location of Work:	Home-based & locations across South Ayrshire
Hourly Rate	£30
Hours of Work:	Variable up to 100 hours per month, unless otherwise agreed with Project Manager. Flexibility with hours and days will be required. This may include unsociable hours including working evenings or weekends to assist in the provision of services or events.
Contract Type:	Self-Employed Contract
Duration of Contract:	Open-ended Working Pattern: As required by project.
Qualifications/Skills Required:	Experience of providing enterprise support to individuals and community groups and, and a sound understanding of coaching, mentoring and facilitation skills and techniques. Experience of some aspect of the Health and Social Care sector. Experience of working with a wide range of businesses, community-based organisations and understanding of local economic development and community structures. A qualification in coaching, mentoring and/or facilitation would be advantageous.

About Us

GrowBiz is a community-based enterprise support service for anyone thinking of becoming self-employed or starting (or growing) a small business or social enterprise in a rural area. GrowBiz's unique approach creates self-sustaining networks and is effective in raising awareness of enterprise and business potential in a range of sectors, including among under-represented groups. As a leader in innovative rural enterprise support, GrowBiz actively advocates for change and our vision is to promote and support the development of a vibrant and sustainable entrepreneurial and wellbeing rural economy.

Role

We are recruiting for a Cayr Local Enterprise Facilitator based in South Ayrshire, who has demonstrable enterprise development experience and knowledge of the Health and Social Care sector. An understanding of the national landscape and legislation, in particular Self-directed Support (SDS) would be valuable.

This role will involve supporting self-employed practitioners who are participating in the Cayr Local microenterprise project in South Ayrshire, providing one-to-one enterprise support, information and coaching to anyone wishing to start-up or develop a care and wellbeing practice in the area.

The project is delivered in close partnership with Ayrshire Independent Living Network (AILN) so you will be working with colleagues from AILN to develop effective processes to support clients throughout the development and delivery of their practice.

In addition, you will be expected to identify and nurture relationships with a wide range of other local stakeholders and identify opportunities to promote the value of microenterprises and develop the self-employment opportunities and support available to microenterprises within the social care and wellbeing sector.

The role will also require you to keep up to date with current legislation and where appropriate play a role in advocacy and policy development relevant to small businesses.

You will be required to have experience of working within the local community, with an understanding of the key organisations and roles. Central to the role is an understanding of the diversity and challenges of the Scottish rural economy and successful applicants will have a willingness to continually build this knowledge through self-led reading and upskilling. An understanding of Community Wealth Building would be an advantage.

You must be a people focused person, self-motivated and a good communicator, with a proven track record of establishing strong professional working relationships. A knowledge of or willingness to learn about the current enterprise support ecosystem would be an advantage. The role involves remote working and you will be expected to manage your time and resources to maximise the support delivered to clients. Flexibility and the ability to react quickly to changing client priorities is essential.

Due to the nature of this role, a driving licence and the use of your own transportation is essential, as you will be required to work across rural locations within the area.

Key Responsibilities and Duties

- Providing effective one to one enterprise support, information, and coaching sessions in person and online to clients wishing to start up or develop a business or social enterprise in the care and wellbeing sector, as part of the Cayr Local project in South Ayrshire.
- Promoting Self-directed Support (SDS) as a mechanism for provision of social care solutions through self-employment.
- Fostering a confidential and non-judgemental environment where Care & Wellbeing clients can discuss their business ideas, aspirations, challenges, and opportunities.
- Assisting with the development of resources for Cayr Local clients and source and arrange training for self-employed Personal Assistants.
- Nurturing a network of supportive contacts in local community-based organisations and businesses that can support the sector.
- Promoting and representing the sector at local and national meetings in order to raise awareness.
- Sharing learning with other areas across Scotland and further afield.
- Working closely with contacts at Ayrshire Independent Living Network and other partners to develop processes and resources to support the Cayr Local clients.
- Liaising with the Clients and Operations Coordinator to ensure that accurate real time records of client activity and feedback are maintained on the CRM system.

- Regularly checking emails and Cloudrooms communications from team members, clients and stakeholders and responding promptly within a maximum of 48 hours.
- Understanding the specific challenges facing people living in rural areas in South Ayrshire and communicating the need for specific support for rural enterprise support with local stakeholders.
- Providing monthly update reports for the project team, partners, members and directors.
- Maintaining accurate and up to date records, paper and electronic, as required, for effective monitoring and evaluation to our funders, stakeholders and partners.
- Keeping apprised of and adhering to current GDPR and Cyber Security regulations and following the GrowBiz Diversity, Equality & Inclusion guidelines in all interactions with clients, stakeholders and other GrowBiz and project team members.
- Writing reports, news articles and blogs on the delivery of activities and objectives met or external events attended as required on behalf of Cayr Local

Person Specification

		Essential	Desirable
E1	Awareness of the Care and Wellbeing landscape and current issues.	✓	
E2	A sound understanding of coaching, mentoring and facilitation skills and techniques.	✓	
E3	Understanding and experience of working with local community organisations and infrastructures.	✓	
E4	Experience of working flexibly with individuals and groups.	✓	
E5	Commitment to Equality and Diversity.	✓	
E6	Ability to work collaboratively with internal and external partners.	✓	
E7	Excellent networking skills.	✓	
E8	Excellent communication (written and verbal) and reporting skills.	✓	
E9	Excellent project planning, management and organisational skills.	✓	
E10	Excellent interpersonal skills and ability to motivate others.	✓	
E11	Ability to work 'virtually' and on own initiative with limited supervision and prioritise work load efficiently.	✓	
E12	Ability to balance competing priorities and work to deadlines.	✓	
E13	Commitment to continuous improvement and quality assurance and able to show flexibility in approach.	✓	
E14	A willingness to work occasional unsocial hours.	✓	
E15	Ability to represent and promote the project to a high standard.	✓	
E16	Full driving licence and use of own car.	✓	
E17	Strong IT skills with literacy in MS Office, social media and other digital platforms and apps.	✓	
D1	Experience of self-employment/running a small business.		✓
D2	Recognised Coaching and/or Facilitation qualification.		✓
D3	An understanding of the role of enterprise in community development.		✓
D4	Experience of public speaking and delivering presentations.		✓
D5	An understanding of the challenges of providing accessible care options and an ability to meet these challenges creatively.		✓
D6	Experience of dealing with Government, National and Local agencies.		✓

If you have any questions, please contact connect@growbiz.co.uk