

JOB DESCRIPTION ENTERPRISE ADVISOR

Who we are:

Make CIC is a purpose driven, socially trading organisation, with the mission to help people turn their passions into prosperity. We have a particular focus on the maker and creative economy, but our community of interest is diverse and includes sole traders, the third sector, and environmentally focused enterprises. We do this by providing three different workspaces across the Liverpool City Region and run programmes and projects that support our beneficiaries.

What the role is for:

Make CIC is looking for an Enterprise Advisor to join the team to help our community of interest gain the skills they need to start and grow their businesses.

This role will work one-to-one with individuals, to profile their needs and support them to develop the skills they need to have prosperous lives in their chosen area. This includes holding mentor sessions, signposting to services, connecting to opportunities, arranging master classes. The role will have a particular focus on the maker and creative community, but will support all the sole traders and micro SMEs at Make CIC more generally.

Working with the Head of Programme, this role will expand the reach of the enterprise support on offer, actively recruiting people to join, and ultimately graduating them on from the programme. This is a funded scheme with specific targets to work with a number of people over the contract length. This includes a further mentoring focus (but not exclusive) for helping women demonstrably improve their economic status over a period of time.

This role will lead on the delivery of the enterprise programme, including recruitment and retention. It will be supported administratively via the Make CIC office. Delivery will be supported by other members of the team, volunteers and paid-for practitioners. All of whom can contribute to delivering mentoring (1-to-1) and masterclasses (1-to-many).



Job Description

Job Title	Enterprise Advisor
Salary	£25,000 pro rata
Contract	Fixed Term until December 2024
Hours	Part-time @ 30 hours per week or, Full-time @ 37.5 hours per week
Location	Make CIC is based across the Liverpool City Region. Duties can take place off-site and on-site. Locations: (1) Birkenhead, Wirral (2) Vauxhall, Liverpool (3) Huyton Village, Knowsley.
Responsible to	Head of Programme
Benefits	30 days holiday. Some flexibility around duties for working hours, location and home working.

Key Responsibilities

1. Recruit participants to join the programme and receive enterprise support.
2. Working with the Head of Programme, this role will design and implement an enterprise programme that is responding to the needs of the makers and/or creatives that join the Make CIC community or engage with Make CIC for support.
3. Acting as the point of contact for enquiries from beneficiaries and potential beneficiaries for the enterprise programme.
4. Delivering mentoring on a one-to-one basis supporting beneficiaries to understand their development needs and mapping out plans to develop their skills.
5. Delivering and/or organise masterclasses, and other forms of one-to-many support, for groups of beneficiaries and the general public.
6. Establishing and administering databases, pipelines and CRMs, to ensure accurate information is available.
7. Completing paperwork required under the terms and conditions of the funding agreement.



8. With the support of the Make CIC office, liaise with the funder to upload compliant paperwork and evidence as required.
9. Helping match residents/beneficiaries to opportunities and signpost to external services.
10. Producing ad hoc and regular written reports and presentations as required, ensuring that monitoring and evaluation deadlines, both internal and external, are met.
11. Communicating proactively, effectively and regularly with all residents, individuals and organisations. Working with Marketing & Comms to keep people informed.
12. Undertaking additional duties as required to support the team, working to achieve individual and team outcomes, supporting other members of the team with their projects when necessary.
13. Acting as an ambassador for the organisation, contributing to the effectiveness of meetings with members of the team, and members of neighbouring organisations, the sharing of knowledge and experience and the development of Make CIC and its profile.

Person Specification

The below table demonstrates the key qualities and experience of someone we think would be great for this role.

	Category	Essential	Desired
	Qualifications		
1	Professional industry relevant qualification		✓
2	Relevant demonstrable experience / knowledge of enterprise support programmes and/or delivery	✓	
	Experience		
3	Experience delivering/facilitating business support <i>(of any type)</i>	✓	
4	Experience working within, or supporting, the maker, creative, cultural, third-sector and/or environmental sector	✓	
5	Experience preparing and managing budgets, reports and completing paperwork.	✓	
7	Experience working within a government funded enterprise support programme, or similar.		✓



8	Experience of working within a fast paced small to medium enterprise (SME)		✓
Knowledge			
9	Knowledge of Microsoft and/or Google software	✓	
	Knowledge of presentation software		✓
10	Knowledge of using project management tools (Asana is preferable)		✓
Skills			
11	Possesses emotional intelligence and/or person-centered skills	✓	
12	Comfortable to work well in-person one-to-one in a mentor style	✓	
13	Able to deliver and/or facilities to group sessions	✓	
14	Able to use/develop worksheets and frameworks to support learning, skills development and profile participant needs	✓	
Other			
15	Excited by working within a maker/creative community	✓	
16	Passionate about the third sector/social enterprise and having an impact in the community	✓	
17	Excited by the prospect of working at Make CIC	✓	

We have also indicated essential and desired aspects which we will focus on when reviewing your cover letter and CV.

Equality, Diversity and Inclusion at Make CIC

Make CIC is committed to including and celebrating the valuable contribution that is made by people from all backgrounds.

We are working to eliminating discrimination and promoting equality of opportunity in all aspects of our relationships, regardless of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, working patterns, language, union activity, or individual health status.



Our recruitment process is governed by our Equality and Diversity policy which contains processes and responsibilities to ensure that your recruitment journey is fair and unbiased.

We're committed to continually improving our practices and welcome any feedback via email: hello@makecic.org

Assistance, adaptations and adjustments

If there are any adaptation or adjustments we can make to assist you in your application or with our recruitment process, please let us know at hello@makecic.org

