

CEIS Business Adviser

Glasgow up to £37K

CEIS has an exciting opportunity for a creative, motivated and enthusiastic individual to join our successful social enterprise business support team.

Our team specialise in helping third sector organisations strengthen their business through trade and enterprise. You will have an opportunity to work with a portfolio of clients to help shape the business and growth strategies of social enterprises in a wide range of market sectors such as childcare, health, and community regeneration.

Ideally, you will have expertise in a key business discipline(s) and have worked in a client facing business advisory position or be a skilled business manager with an ability to provide practical and business advice to help organisations become more sustainable.

We will also consider applications from individuals who have not yet gained this level of experience but have a good business grounding, are interested in developing a career in social enterprise development and would benefit from the working with and learning from the professionals in our large and experienced team (salary will be commensurate with experience).

Main Duties and Tasks:

To deliver high quality business advice and support to enterprising third sector organisations through:

- The development of consultancy responses with an emphasis on enterprise and the commercialisation of the services delivered by social enterprises.
- Delivering business support services in conjunction with clients through one-to-one discussion and facilitation of development sessions with management teams and Boards.
- Participating in the design and delivery of training events in business related topics to help clients develop the skills to manage their business.
- The management of client engagements to achieve outputs in line with arrangements agreed with clients or specified in CEIS contracts.
- Maintaining and developing effective working relationships with client groups and bringing forward recommendations for new approaches and tools which could improve effectiveness of support to clients.
- Identifying and progressing business development opportunities for CEIS

Person Specification:

- Preferably a degree or professional qualification in a business-related discipline.
- Minimum of 3 years' experience in client-facing roles*
- Broad knowledge and experience of advising on business growth and sustainability*
- A specialism in one or more business discipline.
- Skills and experience to advise on wider business development disciplines including strategic and business planning and financial management*
- Strong analytical, negotiation, influencing and report writing skills.
- Ability to work on own initiative as well as part of a team.
- Excellent communication skills (both oral and written) and interpersonal skills.
- Minimum of basic knowledge and understanding of the social enterprise sector in Scotland.

- Ability to manage multiple tasks and work to deadlines.
- Clean driving licence and access to a car.

(* Candidates wishing to be considered for a development position may not have gained this level of experience).

Applications can be submitted via the CEIS website at www.ceis.org.uk

The closing date for application is 16th October 2020.

Background Information

Established in 1984, the vision of Community Enterprise in Scotland (CEIS) is to make Scotland a better place to live and work with a more inclusive economy. To realise this CEIS engages with businesses and communities to build capacity and to address inequality. Our social enterprise support is internationally recognised, and this work is complemented by business finance, employability services, event management, social research and asset-based community development. Our clients include individuals seeking employment, businesses requiring support and public bodies interested in social change. Learn more at www.CEIS.org.uk.

This post is based in our Enterprise and Communities Team which delivers specialist business support to enterprising third sector organisations. Social Enterprise is increasingly viewed as an important source of economic growth, a vital source of support for vulnerable communities and a critical path of the reform of public services in Scotland. CEIS' Enterprise and Communities Team responds by providing tailored business development across the business disciplines to aspiring, emerging and growing social enterprises. With a growing emphasis on social enterprise nationally and locally, CEIS offers professional and tailored consultancy support, through a team of business advisors, to ensure third sector organisations grow as sustainable businesses.