



PORTSMOUTH DIOCESAN COUNCIL FOR SOCIAL RESPONSIBILITY

Social Enterprise Developer At the Portsmouth 'Hive'

Introduction

A new partnership is being developed in Portsmouth between the voluntary sector and the public sector, (including Portsmouth City Council, Portsmouth Clinical Commissioning Group and Public Health). As part of this, there will be a centrally located hub, 'The Hive', which will accommodate a variety of organisations committed to their clients, the locality and working positively together for the common good of all in the city. This is intended also to be the base for a Single Point of Contact (SPOC) for people to access a range of services.

This role is for a specialist with knowledge and experience in social enterprise, to be based in and around the Hive, to spot opportunities, develop and support the creation of new social enterprises further to facilitate activity in the sector and engagement with presenting issues. They will be involved in training, networking, marketing, and profile raising. The role itself is a developing one as the Hive itself develops further.

As well as supporting the development of a range of external enterprising activity, they will also over the initial two years of the post be expected to come up with a socially enterprising sustainable plan for the future of the post after the 2 year funded period comes to an end.

The person appointed will have access to a local network of dynamic local social entrepreneurs.

The legal entities that will manage the work of this new partnership and the Hive itself are yet to be established and the person in this role will be involved in shaping some of this alongside others. The opportunity here is to develop something new which is broadly based, impactful and attracts others to work with it. It is significant that this process has a wide breadth of commitment from significant local voluntary organisations, to key statutory funders.

The person in this role will work with the City Council team under Louise Wilders for at least the first 12 months in order to develop the role around the new Hive. The role will be hosted by the Council for Social Responsibility from the offices of the Anglican Diocese of Portsmouth, one of the Hive partners.

Job Description

1) Job Title

Social Enterprise Developer

2) Key Work Area(s)

Based in Portsmouth Civic Offices / Guildhall area with some largely local travel necessary.

3) Primary Purpose

To develop and support social enterprises at the Hive.

4) Secondary Purposes

To promote social enterprise activity in Portsmouth and link it to the Hive.

5) Accountability

Programme Board / Eventually Co-operative board.

6) Authority

Accountable for their area of work and interfacing with other relevant staff

7) Organisation

The organisation is in the process of development. The role will formally be line managed by the Director of Social Enterprise and Engagement at CSR for the first two years, but while seconded to the City Council (first year), the person in the role will report to the PCC Voluntary Sector Partnership Development Manager, setting up the Hive.

8) Principal Tasks

- To provide support and guidance to individuals / groups starting up social enterprises, established social enterprises, charities wishing to trade, community businesses, co-ops and social firms.
- To advocate and champion social enterprise and community business, raising awareness
- To undertake and maintain social enterprise mapping and business listings
- To develop and deliver learning programmes and workshops on all aspects of social enterprise
- To develop networks - building on existing, linking and learning with others including external to Portsmouth
- Communication inc professional website and social media.
- To develop the hub provision within the Hive
- To develop appropriate business links
- To develop an offer around finance - supply chain, social finance, advice on grant funding
- To provide employment support - linking with Portsmouth Together, placements etc Youth Enterprise - working with University and colleges etc
- To strengthen Communities - equipping communities to take on community provision, charities to trade, social entrepreneurs to maintain sustainable businesses.

The post is offered initially for a 1 year period with a 3 month probationary period, with an extension for a further year intended, subject to funding approval. After 2 years this work will be expected to have created a sustainable funding model for the long term future of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE			
- Experience of work in a social enterprise	✓		Application Form / Interview
- Experience of running a social enterprise		✓	
- General experience in voluntary sector	✓		
- Experience in financial planning/accounts	✓		
- Advice giving/training to social enterprise sector / business start-up /voluntary sector organisations	✓		
SKILLS AND KNOWLEDGE			
- Good communication skills, both written and oral.	✓		Application Form / Interview
- Ability to prioritise own work	✓		
- Organisational skills.	✓		
- Ability to update websites	✓		
- Ability to use social media in professional capacity	✓		
QUALIFICATIONS			
- Computer literate (Microsoft Word, Excel, Outlook, PowerPoint)	✓		Application Form / Interview
PERSONAL QUALITIES			
- Articulate.	✓		Interview
- Ability to work with volunteers and staff	✓		
- Ability to communicate with committees, local authorities, health and care professionals, and voluntary sector networks	✓		
PERSONAL QUALITIES			
Ability and commitment to work flexibly and collaboratively with colleagues	✓		Interview
TEAM WORK			
- Intelligent.	✓		Interview
- Quick to grasp essentials.	✓		
- Numerate and literate.	✓		
- Attention to detail.	✓		
- Ability to work strategically	✓		
GENERAL REASONING ABILITY			
- Able to relate to individuals at all levels.	✓		Interview
- Ability to work to deadlines.	✓		

Salary Package: £ 28,148 - £29,756
 Hours of work: 37 hours per week
 Holiday: 25 days
 Pension: Pension options available
 Place of work: Civic Offices / Hive / Peninsular House.
 Travel across Portsmouth required and beyond for some networks.

The Portsmouth Diocesan Board of Finance acts as agent for CSR in employment and payment matters.