

JOB DESCRIPTION

Job Title: Mentoring Services - Project Manager

Salary: **£30 - £35K - 3 days a week pro-rata salary. Fixed term to 31st March 2020.**

Reports to: Director of Strategic Growth

GFirst LEP is Gloucestershire's Local Enterprise Partnership - our mission is to make Gloucestershire great by driving sustainable economic growth throughout the county, creating jobs and business opportunities for thousands of people. We're led by the business community, in partnership with voluntary, education and public sectors, to help Gloucestershire realise its economic potential.

Job Purpose/Key Role:

The role holder will be responsible for the development and management of a Gloucestershire focussed business mentoring service on behalf of GFirst LEP and the Growth Hub. The mentoring service will drive and support GVA growth for Gloucestershire by providing access to appropriate mentoring solutions for businesses that have engaged with the Growth Hub's business support service across the county. The successful candidate will be able to demonstrate outstanding communication skills and the ability to engage with business leaders across a number of sectors and technical capabilities.

Main Duties/Responsibilities/Accountabilities:

- Utilising sound project management and planning skills develop and deliver a mentoring service for the GFirst LEP area that supports economic growth and the delivery of the LEP's Strategic Economic Plan (SEP). Identifying key milestones and dependencies and providing regular reports to the Director of Strategic Growth as required.
- Recruit a minimum of 30 influential entrepreneurs and senior managers from the county's strategic business community to work with high growth businesses to help them realise their business goals. Provide a minimum of 20 mentoring opportunities for high growth potential businesses.
- Deliver a mentor-mentee matching service, evaluation plan and all associated documentation to optimise business growth opportunities through the GFirst LEP mentoring service.

- Develop the current Growth Hub mentoring provision into an agile and simplified ‘mentor matching’ programme aligned with the Growth Hub’s Business Navigator service for moderate growth businesses and start-up businesses providing up to 40 business mentoring opportunities.
- Work with the GFirst LEP’s Business Group Manager, the Growth Hub Network project manager and Growth Hub centre partner managers to ensure countywide coverage of mentoring activities.
- Work with the Director of Strategic Growth to develop options for a sustainable and extended mentoring solution for Gloucestershire. Including alignment with national Growth Hub affiliated mentoring service such as Be the Business and opportunities for an education focus mentoring service provision.
- Work with the Gfirst LEP and Growth Hub Marketing teams to design and develop a marketing, and communications plan that promotes project delivery and supports mentor recruitment.
- Organise mentoring seminars, development workshops, network meetings and promotional events as required and create a mentor network to explore mentor input into other Gloucestershire initiatives as appropriate.
- Ensure all relevant project data is captured and is compliant under GDPR. Provide a final project report listing achievements and recommendations for and future project implementation.

PERSON SPECIFICATION

QUALIFICATIONS	Educated to degree level or equivalent and /or be able to demonstrate relevant business experience.
KNOWLEDGE	<p>Demonstrate good knowledge relevant to Gloucestershire businesses across a variety of sectors especially those that have successfully demonstrated significant growth.</p> <p>Understanding and identify the barriers to developing and growing successful enterprises.</p> <p>Knowledge of Local Enterprise Partnerships and the business support landscape to support business and economic growth.</p>

	Awareness of political and policy developments affecting businesses.
EXPERIENCE	<p>Key account management, sales, business development, client relationship management.</p> <p>Able to demonstrate a record of accomplishment in the delivery of target based business engagement activities.</p> <p>Able to demonstrate the successful delivery of activities and initiatives working with a broad range of stakeholders and businesses.</p> <p>Strong administration and organising skills.</p>
SKILLS – personal	<p>Ability to work with business leaders, owners and managers to engage and enrol them in the mentoring service in support of business growth.</p> <p>Able to provide a favourable and professional impression by demonstrating excellent communication and interpersonal skills.</p> <p>Able to manage engagement with stakeholders and partners from the public and private sectors.</p> <p>Excellent verbal and written communication skills.</p> <p>Flexible and reliable.</p>
SKILLS – technical	<p>Demonstrate an ability to use IT proficiently using Microsoft packages (MS Word, Excel, PowerPoint; MS Outlook).</p> <p>Experience of using Client Management Systems.</p>

Job Context/Challenges:

- Specific business growth and local geographic knowledge to add value to the management and delivery of Growth Hub services.
- Alignment with business support and education provider services and locally and national funded provision available in the county.

Key Relationships:

Internal

- Other staff/team members/Core Growth Hub team – cross team working and reporting is essential to this role to support and co-ordinate GFirst LEP and Growth Hub delivery.

External

- Businesses – to add value to them and provide access to a comprehensive and responsive mentoring service, ultimately to enhance the economic performance of the region.
- Intermediaries – positioned to be able to provide & receive quality engagements and utilise key relationships with all relevant intermediaries.

Decision Making Authority:

- Day to day decisions of how best to manage ongoing tasks and workload to meet personal objectives and targets.

Additional Information:

- Comply with any additional reasonable requirements relevant to the needs of the team and the business.
- Occasional unsociable hours and travel.

Equal Opportunities Statement:

GFirst is an Equal Opportunities employer and seeks to ensure that all applicants are treated in a fair and non-discriminatory manner. Standardised recruitment processes are followed and all applications for posts are considered against pre-determined criteria relevant to the requirements of the post. Consistent with our Equal Opportunities Policy, the Company does not discriminate on any grounds including, but not limited to, race, ethnic origin, colour, sexual orientation, gender, marital status, disability, class, age, political belief, religion or belief.

Respect and Dignity at Work – ‘Improving Working Lives’

GFirst is committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

GFirst is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day-to-day working life.



GFirst will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve his/her own and colleagues' working lives to create a healthy and productive working environment.

GDPR

GFirst LEP takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.