

Positive Action Trainee Business Adviser Job Description

Job Title:	Positive Action Trainee Business Adviser
Hours:	Full time
Salary:	£25,000 per annum (pro-rotta over six months of pilot, with intension to extend once funding secured)
Purpose:	This role is a positive action post to support the diversifying of the professional business advice and support profile and by increasing the number of BAME businesses in LCR.
Directly responsible to:	Senior Business Adviser

Duties and Responsibilities:

The post holders will be provided with comprehensive training to ensure that they will be able to deliver the key tasks outlined below:

- To deliver culturally sensitive and confidential business advice to clients through The Nia Black Business Hub, including working with clients to produce business plans
- Supporting clients into entrepreneurship by addressing the specific cultural challenges faced by those who have multiple and complex barriers to work
- To participate in appropriate networking activities to ensure effective and appropriate referrals for clients
- To support the BAME entrepreneurial culture through by assisting with the creation of case studies and promotion of BAME business role models.
- To contribute to the social policy work of the organisation by identifying issues affecting BAME communities in business and reporting upon them
- Contribute to the promotion of BAME entrepreneurship in the Liverpool City Region.
- To keep up to date with changes in legislation and funding affecting businesses
- To use skills appropriate for face to face, telephone or e-access support
- To maintain effective case records both for reasons of client protection and effective monitoring of progress
- To contribute to the social accounting process within the organisation
- Work in a flexible manner and as part of a team
- Demonstrate a commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken



Person Specification:

- Understanding of the multiple challenges that BAME communities face when starting or growing their businesses. In particular, those experiencing barriers such as those from disadvantaged areas; living with disabilities; women, and lone parents.
- Confident in a range of IT skills including Microsoft Office
- Good organisational skills and attention to detail
- High levels of literacy and numeracy
- Excellent interpersonal skills, with the ability to work with clients either in person or online, with experience of using web conferencing channels such as Zoom, Microsoft Teams, Skype.
- Ability to speak in more than one language is desirable
- Proven ability and experience of prioritising own workload within agreed parameters to ensure deadlines are met to the required standards.
- Ability to act on own initiative, and operate effectively as part of a team
- Ability to deal with clients and colleagues with courtesy, tact and discretion whilst maintaining confidentiality at all times
- Ability to respond effectively and efficiently within a busy and changing environment
- Understanding of personal limitations and ability to ask for help where necessary
- Commitment to, and delivery of, effective working practices as part of a cohesive team for the benefit of the clients' and project's success.
- Flexible and sensitively challenging in approach.

General

- Innovative, creative and flexible in approach and willing to undertake all tasks as necessary to ensure the smooth running of services
- An understanding of the particular barriers BAME communities face is essential

This job description is not intended to be either prescriptive or exhaustive it is issued as a framework to outline main areas of responsibility at the time of writing

