

MBR PROMOTIONS

Business support since 1991 - music and creative industry specialists



Self-employment support
for **Flexible New Deal** customers across
South Yorkshire & Derbyshire

Background & Job Specification

In the region of
£24 000 - £28 000
depending on experience, current salary
and achievement of outcomes

March 2010

(in confidence)



Design Works, William Street
Gateshead, NE10 0JP
tel: **0191 – 46 90 100**
fax: 0191 – 46 90 001
martinjones@mbr-online.co.uk
www.mbr-online.co.uk

1. INTRODUCING MBR

For the past 20 years MBR has specialised in business support for the music industry, helping music entrepreneurs and employees alike make music their career.

We have run music business courses, events and other advice, guidance and training initiatives across England, Scotland and Northern Ireland. Funded through arts, government and European initiatives, we have worked alongside Enterprise Agencies, Arts organisations, local and national government, youth services and music industry organisations to deliver bespoke support.

For the past 10 years our main focus has been delivering region wide New Deal contracts both directly for Jobcentre Plus and as a subcontractor to Private Sector Lead organisations. Under the New Deal for Musicians, in recent years this delivery has effectively covered much of eastern England from the Scottish borders to the south coast.

Under the DWPs new **Flexible New Deal**, MBR is building on it's past experience to bring its unique blend of support to help **mainstream business start ups** across the **South Yorkshire & Derbyshire** region.

2. CURRENT OPPORTUNITY PROFILE

Through our **My Business Programme** we are now looking for an experienced and suitably qualified **Business Advisor** to support programme participants on a peripatetic basis across the delivery region.

With referrals being made through our Prime Contractor's advisors and their partners, it is expected that participants will predominantly be located in and around the Sheffield area. However, support must be delivered on a local basis so region wide travel is required. This is a new contract and initially the post holder will be operating as the sole **My Business Advisor** and therefore be responsible for all programme participants. However, over the coming months, we anticipate taking on additional advisors inline with demand as participant numbers grown.

Operating through the offices of our Prime Contractor and partners and under the direction of (and reporting to) MBR Director Martin Jones, you will work closely with key staff at MBR's Gateshead office who will administer the programme and provide participants with additional jobsearch and work placement support. Occasional travel to our office will also be required.

As well as assisting participants on a 1-2-1 basis, there is a requirement to deliver group business training sessions and to promote the programme in order to develop awareness and generate referrals. You will adhere to and promote MBR policies, operating in MBR's best interests throughout

By the nature of Flexible New Deal, all participants will be long term unemployed and may include lone parents or people with disabilities. Therefore knowledge, experience of or an ability to understand and support the needs of this varied customer group is essential.

This position is being offered on a full time fixed term contract basis but a freelance position may be considered where applicants can demonstrate an ability to fully deliver the requirement. Initially a temporary freelance operator may well be considered to support the programme roll out whilst a full time advisor is recruited.

3. THE MY BUSINESS ADVISOR ROLE

Operating on a peripatetic basis across the **South Yorkshire & Derbyshire** region and reporting to MBR Director Martin Jones, the **My Business Advisor's** main responsibility is to effectively and efficiently support Flexible New Deal participants who wish to consider self-employment.

Business ideas, aspirations and delivery models will undoubtedly vary widely. Therefore, though you will have an area of specialism (retail, manufacturing, e-commerce etc.), you must also possess an ability to support all participants with confidences and understand their specific needs and requirements. The intensity and frequency of participant contact will flex around these individual needs, their stage of development and their time on the programme and therefore individual 1-2-1 support must remain adaptive throughout.

You will be responsible for arranging convenient advisory and monitoring meetings to ensure participants move through the programme with purpose and pace towards the realisation of self-employment at the earliest opportunity (the programme includes a flexible period of test trading to help participants assess the viability of their business idea). You will also be required to liaise with MBR staff to accommodate new customer referrals in a timely manner.

All customer data, correspondence and administrations will be stored, managed and delivered through our Gateshead office. All such customer data must be considered confidential, sensitive and be secure at all times.

The ideal person will be able to demonstrate a proven track record of helping people from varied backgrounds into self-employment, be exceptionally proactive and have excellent organisational, IT and communication skills. You will have knowledge of local and national funding sources to assist business start ups with experience of helping clients successfully access this support. Any experience of running your own business though not crucial will be a great advantage. Experience of working with the long term unemployed also an advantage. You may also have or be working towards appropriate SFEDI, IBC or other such business advisory qualifications / credits. As you will be operating in the field on a region wide basis, having your own transport, possessing a clean driving license and being a self-motivated individual capable of some home working, will also be necessary requirements.

Hours are 9.00-5.30, Monday to Friday (37.5 hours a week) with 30 days annual holiday (inc. Bank Holidays). Remuneration in the region of **£24 000 - £28 000** depending on current salary and experience with 15% of this paid as an annual bonus for achieving minimum levels of business start up outcomes.

Responsibilities

The following are some of the key duties to be undertaken. It is by no means an exhaustive list:

- Impart individualised business advice and support to each participant as appropriate.
- Develop action plan agreements with each participant setting out targets and timescales.
- Help participants research and effectively assess the viability of their business idea.
- Assist participants to develop their business proposition, business plans (including cash flow and P&L forecasts) and funding applications where required.
- Support participants to progress through the programme with purpose and pace.
- Effectively manage participant meetings and hold month reviews to assess progress against targets, agreeing changes to action plans as may be required.
- Report meeting outcomes, follow up non attendance and ensure the timely return of all paperwork in order that MBR can maintain filing and data systems.
- Liaise with MBR staff where appropriate for work placements or where focus on jobsearch may become more appropriate.
- Deliver small group business training sessions.
- Effectively monitor leavers to track outcome achievements

- Deliver aftercare support where required and as appropriate.
- Promote awareness, communicate and build effective relationships with participants, Prime Contractor staff and partners to benefit the ongoing development of the programme.
- Represent MBR at various presentations, meetings and events with Prime Contractors, partners and other such organisations.
- Act professionally and in the best interest of MBR at all times.
- Work proactively with all MBR staff and directors to ensure deadlines are met and information is transmitted accurately and punctually
- Contribute to staff team meetings.
- Feedback good news stories and other information for inclusion in newsletters, promotional materials, publicity etc.
- Adhere to all MBR company policies.

4. PERSONAL SPECIFICATION

Applicants will be required to demonstrate that they possess the following abilities and have the relevant experience:

Personal Abilities

- Be a proactive individual with excellent interpersonal skills.
- Be an exceptional self-motivated team player capable of working on own initiative.
- Have a confident manner.
- Possess first class organisational skills.
- Be able to communicate effectively with people at all levels and from all backgrounds.
- Be a conscientious person committed to achieving all set targets and deadlines.
- Have the ability to set and monitor own targets.
- Possess a mature and flexible attitude towards work with the ability to focus and work well under pressure.
- Have a bright, cheerful and positive disposition.
- Possess excellent knowledge of the local geography.

Skills and Experience

- A proven track record of assisting successful business start ups.
- Have or be working towards SFEDI, IBC or other appropriate qualifications / credits.
- Experience of running your own business.
- Proven record of working as a team player.
- Demonstrate a committed employment record.
- Experience of field working.
- Punctual and reliable with a good sickness and attendance record.
- The ability to work accurately.
- Excellent ICT skills including use of word processing, spreadsheets and databases.
- Communicating by email and using the internet to source information.
- Accurate recording of participant meetings notes.
- Use of general office equipment (phones, faxes, computers, copiers etc.).

Additional (an advantage)

- Skype / VOIP communication

5. MAKING AN APPLICATION

NOTE: PLEASE READ THESE INSTRUCTIONS CAREFULLY AS FAILURE TO COMPLY MAY RESULT IN YOUR APPLICATION BEING REJECTED.

Successful applicants will be required to undergo full **CRB** checks (any disclosures should be made at time of application). Further details of the My Business Programme can be found in the available **leaflet** (separate download)

To make an application, please:

1. Complete **BOTH SIDES** of the **application form** (separate download)
2. Write an **introductory letter** outlining why you feel you would be suitable for the position and what qualities and experience you feel you can bring to our company
3. Supply a **current CV**

Applications to be sent to:

Martin Jones
MBR Promotions Limited
Design Works, William Street, Gateshead NE10 0JP

Or by email (scanning any sections requiring original signatures or post originals) to:

martinjones@mbr-online.co.uk

Deadline and Timescales

Deadline for applications: **Wednesday 31st March 2010** (see * below)

Interview Timetable: **To be advised**

Job Commence date: **As soon as possible** (Easter)

* **PLEASE NOTE:** We intend to start interviews as soon as suitable applicants are identified in order to roll delivery out as soon as possible. However, later applications will still be considered either for positions that become available at a later date or to replace any temporary post holders that may have been taken on during the initial roll out. If in any doubt about making an application, please call Director Martin Jones on 0191 – 46 90 100 to discuss our requirements.