



# Community Micro-enterprise Project Wiltshire

## Community Micro-enterprise Catalyst

### The Post

#### Background

Community Catalysts is a social enterprise working across the UK to try to make sure that people who need care and support to live their lives can get help in ways, times and places that suit them, with real choice of attractive local options.

Since 2007 we have worked with partners in more than 90 local authority areas, keen to improve market diversity and widen community options. We help people use their talents to care for and support other local people by setting up small enterprises and ventures, creating jobs and volunteering opportunities.

This exciting project has a focus on choice by nurturing community micro-enterprises and ventures offering help at home to enable people to live well at home for longer. We anticipate these supports and services will enable people to live their life, their way.

Work will link strongly with other local community development approaches.

#### The post

We are recruiting a Catalyst to coordinate the Community Micro-enterprise Project in Wiltshire. This is a 2-year fixed term contract post.

The post holder will work within the local community to seed and nurture small, community micro-enterprises. These will offer individualised care and support to local people in their community, improving choice and control across Wiltshire.

# Job Description

|                  |                            |
|------------------|----------------------------|
| <b>Term</b>      | 2-year fixed term contract |
| <b>Location:</b> | Wiltshire                  |
| <b>Hours:</b>    | 37.5 hours per week        |
| <b>Salary:</b>   | £32,960 pa                 |

## Key responsibilities:

### 1. Leading the project

- Working with key partners to understand the demography, geography, structures, assets and challenges in the area
- Consulting local stakeholder groups including people using services
- Working closely with partners to develop appropriate networks in Wiltshire
- Integrating activity with other local initiatives at a strategic and community level
- Working to meet targets defined in the project plan and by the funder
- Working with the Project Manager to design and deliver workshops and events

### 2. Nurturing the development of community micro- enterprises and ventures

- Working with key agencies to identify and engage current and prospective providers of community services and supports
- Providing ongoing support to community enterprise leaders, including: face to face contact, telephone, email, signposting, information provision and facilitated peer group support

### 3. Effective working relationships

- Working with the Project Manager and project Change Group to identify partners key to the success of the project
- Understanding the role and remit of partners to maximise the potential for collaboration and minimise the potential for duplication
- Working to ensure the continued effectiveness of established links
- Identifying and engaging agreed new partners in the light of project development

### 4. Promotion and communication

- Planning and implementing promotional activity designed to create a positive view of community micro- enterprises and ventures - including use of social and traditional media; production and distribution of written information
- Actively working with local services and organisations in the public, private, community and voluntary sectors

## **5. Effective administration**

- Adapting Community Catalysts operational tools for local use
- Keeping clear and accurate records
- Maintaining filing systems and ensuring complete confidentiality of all records and information.
- Ensuring a confidential database of community micro-enterprises and ventures is set up and maintained
- Producing and circulating project statistics on a regular basis
- Contributing to the evaluation of the project

## **6. Working practice**

The post holder will be expected to:

- Work in a way which is consistent with the philosophy and values of Community Catalysts
- Work in a way that promotes equality of opportunity and meets exacting standards of anti-discriminatory practice
- Operate at all times in a way that is consistent with Community Catalysts' legal responsibilities including health and safety legislation and guidance.
- Actively participate in learning and self-development
- Work towards continual quality improvement

## **7. Any other duties**

The post holder will be expected to undertake such other duties appropriate to the grade of the post as required

# Community Micro-enterprise Catalyst Person Specification

Community Catalysts is a creative social enterprise exploring radically new ways of thinking about care, health and wellbeing. Our people make us the positive force for change that we are. Finding a person with the right knowledge and experience is important to us. BUT finding a person with the right outlook, energy, imagination and determination is absolutely essential.

## 1. Essential criteria

| Requirements   | How we will assess these                 |
|--|--|
| <b>Personal qualities and attitude</b>   |  |
| Demonstrable commitment to inclusion and diversity   | Interview and exercise                   |
| Initiative, motivation and determination to make things happen   | Interview and exercise                   |
| Energy and enthusiasm  | Interview and exercise                   |
| A passion for people and the drive to engage and connect them  | Application form, interview and exercise |
| <b>Skills and abilities</b>  |  |
| Able to see opportunities and connections across sectors and communities and be able to link them up   | Application form and exercise            |
| A vision of what is possible and the creativity and imagination needed to get there  | Interview and exercise                   |
| Excellent verbal, written communication skills including report writing and recording and public presentations   | Application form and exercise            |
| Competent IT and computer skills including the use of word, internet and e mail to analyse, present information and support enterprise leaders virtually | Application form                         |
| Ability to travel in order to meet the requirements of the post  | Interview                                |
| Skills and confidence to market and promote the Community Micro- enterprise Project  | Application form                         |
| Ability to work on own initiative to meet targets and deliver expected outcomes  | Application form                         |

| <b>Requirements</b>   | <b>How we will assess these</b> |
|---|---------------------------------|
| Able to engage confidently and constructively with people at all levels                         | Interview                       |
| <b>Experience</b>   |                                 |
| Experience of community action or development in a paid or unpaid capacity                      | Application form and interview  |
| Experience in the provision of advice or information services to members of the public          | Application form and interview  |
| Experience in developing and managing innovative programmes or services                         | Application form and interview  |
| Experience of successfully delivering projects/services to tightly defined outcomes and targets | Interview                       |
| <b>Knowledge</b>  |                                 |
| Knowledge of the strategic context in which social and healthcare innovations operate           | Application form and interview  |
| Knowledge of the Care Act 2014 and NHSE Long Term Plan  | Application form and interview  |

## 2. Desirable criteria

| Requirements   | How we will assess these       |
|--|--------------------------------|
| <b>Qualifications</b>  |                                |
| Recognised professional qualification in health or social care, housing, advice or community work        | Application form               |
| <b>Experience</b>  |                                |
| Experience of running a small business, enterprise or third sector organisation                          | Application form               |
| <b>Knowledge</b>   |                                |
| Knowledge of the legislative and regulatory frameworks within which community micro-enterprises operates | Application form and interview |
| Knowledge of community development issues  | Interview                      |

### **Please note:**

Applicants should use their application form to demonstrate how they meet the essential criteria *giving clear evidence to support any statements they make*. They should give particular attention to the aspects of the Person Specification that will be identified through the application form.

The desirable criteria will not be used as part of the short listing and decision-making process but should give all potential candidates an indicator of the additional qualities that may be required to carry out the work successfully.