



Community Micro-enterprise Project Wiltshire

Community Micro-enterprise Coordinator

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.

What our people say about this role

“Working for Community Catalysts has been great! It is a real opportunity to help create, grow and develop your community by helping local people to help other local people. Not only do you directly advise individuals to set up and develop their own small care enterprise, but you also then get to hear about the people they go on to support and the amazing things they achieve – it is such a positive feeling when you can really see the impact your role has and its snowball effect. I didn’t come from a social care or business background but the support from the Community Catalysts team and the council allowed me to quickly feel happy and confident in my role. I’ve really enjoyed the balance of working from home and being out and about in my local area. It is an interesting and diverse role where you can really feel like you make a difference”

Job Description

Term	2-year fixed term contract
Location:	Wiltshire
Hours:	37.5 hours per week
Salary:	£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
Personal qualities and attitude	
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
Skills and abilities	
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

Requirements	How we will assess these
Able to engage confidently and constructively with people at all levels	Interview
Experience	
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
Knowledge	
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
Qualifications	
Recognised professional qualification in health or social care, housing, advice or community work	Application form
Experience	
Experience of running a small business, enterprise or third sector organisation	Application form
Knowledge	
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.