**The Forward Trust Job Description**

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| **Position Title** | **Enterprise Advisor/Coach**  **Permanent** | **Reports to** | **Head of Enterprise** |
| **Region: London ( Custody Delivery)** | | | |
| **Salary: Max £28,500 1.0 FTE** | | | |

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| **Overview of Forward Trust** |

Do you want to make an impact on the lives of those from disadvantaged groups?

Do you want to help people achieve their dreams of entrepreneurship?

The Forward Trust is a fast-growing Matrix Standard, ERSA Employability Awards 2020 Highly Commended vocational training, skills and employability provider. We are delivering GLA, ESFA ESF, Young Londoners Fund, apprenticeships, JCP and other contracts in London and Kent. As part of our growth plans, we are looking for an experienced, enthusiastic and committed Enterprise Coach/Advisor to deliver Enterprise support and information, advice and guidance to our cohort of amazing entrepreneurs in custody who are all interested in becoming self-employed upon their release.

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| **What will you be doing** |

As an Enterprise Coach, you will be working to our Head of Enterprise providing a series of 5 day workshops and some one:one support to our cohort of entrepreneurs who are currently serving their sentences within a custody setting.

The workshops (Enterprise Bootcamps) will focus on all the relevant considerations required when a person is intending to start up their own enterprise with the aim being the production of a robust business plan for each learner. Some previous experience of supporting people who are in custody is essential.

You will be part of a team that has supported over 100 budding entrepreneurs in the last year both in the community and custody settings. You will be responsible for promoting the courses with the prison and will record attendance/non attendance of the learners and providing weekly/monthly reports on progress of the learners including information on targets and objectives being reached. The role will include some one:one support on an outreach basis within the prison wings/cells.

You will also work on our One File and PICS systems and will need to achieve high standards of compliance and quality. We want an Enterprise Coach who can do more than just `tick boxes' or just go through the motions. We want an Enterprise Coach who will inspire, challenge and motivate our budding entrepreneurs and expect great things from them.

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| **What we are looking for?** |

We are looking for an energetic, enthusiastic individual with experience of delivering Enterprise Support within a custody setting. Previous Security vetting would be desired. It will be a bonus if you have worked on ESFA, NEA, DWP or equivalent skills/ self-employment payment by results contracts. As an Enterprise Coach, you must be committed to delivering high quality support, information, advice and guidance and progressing clients or learners into sustainable and good quality self- employment that will help them succeed in their lives.

**Your role will also involve:**

* Supporting learners to create a viable business plan for their intended business.
* Compiling and sending a detailed report of the learner’s participation, any details around support offered to the individuals, further plans in place and any feedback from prisoners to the Learning and Skills Manager of the prison at the end of each workshop.
* To send KPI information in any reports with evidence.
* Review and manage enquiries and applications from interested learners and conduct short diagnostic sessions with the learners prior to accepting them on to the courses.
* To deliver five 5 day workshops to groups of 8-10 learners including the provision of any additional support that they may require
* To provide one: one support to the Learners on an outreach basis on their houseblocks/wings
* To log records of attendance and engagement daily on NOMIS, the prison computer system
* To Use the management information system to produce reports.
* To arrange for celebratory/speaker days at the end of each cohort
* Work with Forward Trust colleagues, corporate employers/partners to provide business support mentoring and networking during the implementation of their business set up

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| **Person Specification** |

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| **Criteria Requirement** | |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** | |
| **A** | **Application** |
| **I** | **Interview** |
| **T** | **Test** |

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Knowledge, Skills and Experience** | | |
| Undertaking diagnostic assessment and preparing a business support action plan | E | A/I |
| Supporting entrepreneurs to develop and grow their enterprises | E | A/I |
| Helping entrepreneurs access funding and investment | E | A/I |
| A clear understanding of the issues and challenges facing Forward Trust client/learner groups and other social mobility cohorts | E | A/I |
| Experience of working in a custody setting | E | A/I |
| Knowledge and understanding of offender services, substance misuse/recovery, employability services | D | A/I |
| Demonstrable experience in assisting business /enterprise start-ups or assisting business to grow via funding applications | D | A/I |
| Delivering online information events and workshop | D | T |

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| **Personal Attributes** |  |  |
| Entrepreneurial | E | A/I |
| Organised | E | A/I |
| Well networked | E | A/I |
| Commercially focused | E | A/I |
| Results driven | E | A/I |
| Highly competent and adaptable communicator | E | A/I |
| **Qualification** |  |  |
| Degree (Business or management) | D | A/I |
| Relevant business support qualification e.g SFEDI or ILM (Level 3 and above) | E | A/I |

## **What we offer**

We value the dedication and commitment of our employees by rewarding them with market-leading pay and benefits. We provide comprehensive training e.g. the Level 4 Employability Practitioner Apprenticeship Standard or other training qualifications for post 16. You will be part of the fast-growing Employment Services division with a go getting and also friendly and supportive management team.

We also offer:

Alongside Simply Health coverage, and a contributory pension scheme to assist employees with their general health and well-being. We offer:

* Training opportunities and career development
* 3 days entitlement for Health and Wellbeing
* Season Ticket Loan Scheme
* Cycle to work scheme
* 25 days (rising to 30 with length of service) Annual Leave plus Bank Holidays
* Contributory Pension Scheme – Employer matched contributions of up to 6% in the first two years’ service and up to 9% thereafter
* Death in Service Payment (2x annual salary)
* Critical Illness Insurance (subject to qualifying criteria)