**Blue Orchid Enterprise Solutions Ltd**

**Job Description**

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| **Job Title:** | BUSINESS GROWTH ADVISOR |
| **Area of business:** | Cheshire and Warrington Delivery |
| **Reporting to:** | Operations Director |
| **Based from:**  **Salary:**  **Length:** | Home and field based  Circa £40kpa  Full Time - Permanent |
| **Overall purpose of the role:**  **Job ref:** | The Business Growth Advisor will be responsible for the delivery of the Cheshire and Warrington Access to Finance and Grant programme  BOES20-03 |

**Main responsibilities**

* Identify the right profile of businesses who may require grant support from our programme. Manage your own caseload to provide attentive and informative advice and guidance and support applicants through the grant process from Inquiry, application, procurement of suppliers through to receipt of grant funding, ensuring excellent customer service is provided throughout the client journey.
* Manage your own portfolio of key accounts providing grant support, ensuring referral to other business support programmes to enable maximum growth potential for the client.
* Review, create and implement revitalised Engagement activity for businesses who match the programmes profile including:
  + - Identifying and attending the relevant business networking forums – digital and face to face
    - Work with other programme providers to exhaust all potential from existing and new referral partners
    - Imbed the programmes offer across all Banks, key accountants and other professional groups
* Provide regular updates on project status, issues etc and your general caseload to the Director
* Work with Finance Manager to monitor consultancy and grant delivery budgets vs targets.
* Work with the management team to promote the grant programme via case studies and good news stories.
* Keep abreast of the support landscape across Cheshire and Warrington and feedback all new offers of business support from other providers to provided added value to our customers

**General**

* Understand, and work towards, the goals and values of the company
* Develop and maintain good working relations with work colleagues based on mutual respect, enthusiasm, involvement and commitment.
* Actively promote all activities that will contribute to the continuing growth of the company.
* Recognise, explore and bring to the attention of management, opportunities and areas for future company development.
* Help any colleague whenever possible to ensure that the company maintains its advantage over the competition.
* If required, induct and act as mentor, to new employees joining the company.
* Comply with all of Blue Orchid’s policies and procedures.
* Undertake any other reasonable duties as required by the needs of the business.

All staff are responsible for information security and therefore must understand and comply with the Information Security Policy and the supporting policies available. It is the duty of each employee who uses or has access to information to be aware of, and abide by, the procedures and arrangements concerning the secure use and protection of information. All personnel or agents acting for the organisation have a duty to:

• Safeguard hardware, software and information in their care

• Prevent the introduction of malicious software on the organisation’s information systems

• Report any suspected or actual breaches in security

• Attend any information security training and keep up to date with any security updates that are issued

**This role is part-funded by European Regional Development Funds through the 2014-2020 European Structural and Investment Funds Growth Programme.**

**Person Specification**

**Job Title: BUSINESS GROWTH ADVISOR**

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| **Knowledge and Qualifications**   * Educated to degree level or equivalent level * Good working knowledge of ERDF and EU procurement rules * Appreciation of the needs of SMEs and key business drivers * Knowledge of professions service sector in the North West and in particular Cheshire and Warrington |
| **Experience**   * Experience of delivering and/or managing packages of consultancy or project activity, preferably from with the professional services industry. * General project management experience with evidence of project planning, implementation, monitoring and tracking. * Working knowledge of professional services infrastructure across Cheshire and Warrington * Evidence of managing ERDF projects or public sector contracts * Prior experience of working as a consultant delivering project on time and within budget. |
| **Skills and Attributes**   * Excellent written and verbal communication skills * Ability to formulate consultancy project briefs * Strong negotiation skills, ability to resolve conflict and previous experience of dispute resolution. |