**Job Advert - Start-Up Advisor**

Firstport are looking for a motivated individual with excellent people and communication skills, practical knowledge of business start-up and the ability to assist social entrepreneurs in the early stages of setting up their enterprises.

The role is client-facing, and you will be confident providing support on a tailored, one to one basis (face to face, digital, telephone), as well as on a group basis in workshops and events. Ideally, you will have experience in setting up an enterprise and a good understanding of the wider social enterprise ecosystem.

You will contribute to the successful delivery of the Just Enterprise programme, as well as support your colleagues in the delivery and outreach of other Firstport programmes across Scotland.

This is a varied, mostly autonomous role and you will have the freedom to use your previous skills and experience to decide the best approach to support emerging social entrepreneurs. You will have a busy workload, so you will be expected to manage your time effectively to make sure our contractual targets are achieved whilst maintaining an outstanding service to your clients.

While this role is a fantastic opportunity for an experienced advisor, we will also consider applications from candidates who have not yet gained sufficient experience but have a good business grounding, are interested in a career in social enterprise support and are willing to learn from our team of advisors.

To apply visit <https://www.firstport.org.uk/work-with-us/>

**Deadline: Complete your online application form by 9am, Monday 31st May 2021.**

Application form, Word version – you can use this version to read, prepare and draft your answers before completing the online application form.

**Alternative arrangements and adjustments**

If you need adjustments to our recruitment process, please complete the disability questions on the application form (e.g., you may have transport or accessibility needs or require additional support for interview tasks). If you have a disability that prevents you from completing an online form, please contact Elaine Ogg on 0131 564 0331 or by email elaine@firstport.org.uk, who will be happy to help.

**Interview dates**

Wednesday 16th or Thursday 17th June 2021 via video link.Shortlisted candidates will be notified by cop on Monday 7th June 2021.

**About the interview process**

The interview process will consist of two parts: A short, task-based activity (a presentation) followed by an interview with the interviewing panel. We will provide shortlisted candidates with the relevant information to prepare for both parts of the process.