**Job title:** Start-Up Advisor

**Reporting to:** Deputy Chief Exec

**Salary:** circa £31K (pro/rata) depending on experience + 5% pension

**Hours:**  28 hrs p/w

**Based:** East of Scotland with access to our Edinburgh office

**Start date:**  ASAP

**About Firstport**

The Firstport Group is Scotland’s leading agency for supporting social entrepreneurs, social enterprises and purpose-led businesses. Encompassing Firstport for Social Entrepreneurs and FirstImpact, the group has over 14 years’ experience supporting thousands of entrepreneurs to develop, start, and grow their businesses.

Firstport is Scotland’s development agency for start-up social enterprise. We support early-stage social enterprises and highly motivated people to test, refine and grow their ideas into viable social businesses. Our package of support includes seed funds, business advice, training, practical tools, and connections to help social entrepreneurs make their ideas a reality.

FirstImpact works with the wider business as a force for good movement across all sectors who want to structure and grow their businesses in a way that is profitable, mission-led, and impact-focused.

In 2019 we launched our strategy, [Increasing Social Impact Through Entrepreneurship,](https://www.firstport.org.uk/wp-content/uploads/2020/01/Firstport-strategy-Increasing-impact-through-entrepreneurship.pdf)with a focus on increasing our capacity to support the growing interest in social entrepreneurship and playing a more purposeful role in shaping the wellbeing economy in Scotland. While we continue to pursue the principles outlined in the strategy, we are doing so with a renewed and refreshed focus, considering the context in which we now operate, and the need to respond to a different future.

We are committed to equality, diversity, and inclusion, and we aim to recruit and retain the best candidates from the widest pool of talent, one which reflects the communities we serve.

We strive to create an environment where everyone can be themselves and do their best work. We offer:

* A generous holiday package with 33 annual leave entitlement (including bank holidays). Office closure the days between Christmas and New Year
* Pension scheme
* Flexible working
* An Employee Assistance Programme, which provides access to a range of support relating to work/life balance, physical, emotional, and mental health
* Bike-to-work scheme

Find out more about us on our website - [www.firstport.org.uk](http://www.firstport.org.uk)

**Job description**

The Start-Up Advisor works directly with individuals and supports them in the early stages of setting up their social enterprises, helping them navigate their start up journey. While primarily delivering support through the Just Enterprise programme (a fully funded business support programme for social enterprises and the enterprising third sector), they are also responsible for guiding social enterprises to appropriate Firstport programmes as well as other support available to them elsewhere in the sector.

The Start-Up Advisor generally supports individuals for the length of their support through Just Enterprise. During this time, the advisor will help them progress from idea to set up to trading as well as develop the necessary skills and act as critical friend along the way. Where and when appropriate, the Start-Up Advisor will also support individuals to access other Firstport programmes and engage with other Firstport staff.

**Key duties & responsibilities:**

* Provide tailored support to individuals looking to start up a social enterprise
* Provide detailed, practical knowledge across important areas including social enterprise legal structures and incorporation, business planning, financial planning, and marketing
* Work as part of the Business Support team to deliver on the start-up element of Just Enterprise, including delivering of 1:1 meetings, webinars, workshops, and contract targets
* Together with the other members of the Business Support team, agree annual delivery plans, priorities, and monthly targets
* Keep client records and internal client management tools up to date to ensure effectiveness of reporting and contract delivery
* Contribute to strong collaborative relationships amongst programme teams, ensuring a client-centred approach to support
* Engage in relevant external networks for learning and sharing of best practice
* Refer, connect, and signpost to other support where appropriate
* Although primarily based in the East, occasional travel across Scotland may be required

**Person specification - skills and key qualities**

We are looking for talented people from a wide range of backgrounds and communities. Whether through lived or gained experience, or both, you will understand and share a passion for what we do.

**Essential**

* Experience in starting up an enterprise and/or supporting start up enterprises, preferably within social enterprise and the third sector
* Previous experience in a client or public facing role
* Understanding of the issues and challenges in setting up a new enterprise and particularly a social enterprise in Scotland
* Innovative mindset and able to contribute to the development of new services/ways of working/methods of support
* Flexible and autonomous in their approach
* Confident speaking in public and/or to small groups public speaker
* High level communication and people skills:
	+ able to engage, develop rapport with and influence thinking
	+ able to challenge, motivate and encourage
	+ able to work with people from diverse backgrounds and communities, with different types of support needs
	+ able to work in conjunction with other internal teams especially the SEF team
* Time/resource management skills
	+ able to work efficiently and manage a caseload of clients at different stages of support
	+ attention to detail regarding following up actions for clients
* Sound understanding of financial principles
	+ able to help start-ups produce cashflows, projections & budgets
* Digitally confident, open to working in digital ways and using a range of tools and technologies

**Desirable**

* Access to a car and driving license
* Previous experience delivering training and workshops
* An understanding and/or interest in digital ways of working and agile principles