

Job Title

Business & Education Adviser

Job Status

Permanent / Full Time

Salary

£22,000 - £26,000

Reporting

Head of Business & Education

Key Relationships

Internal	External
CEO	Local Businesses
Head of Business & Education	Partner Organisations and Stakeholders
Board of Directors	Sub Contractors/Service Providers
Colleagues	BCC

Supervisory Responsibilities

None

Main Duties & Tasks

The Business & Education Advisor's main role is to contribute to the Business & Education team's delivery of the Launchpad Business Support contract and Doncaster Skills Academy (where appropriate).

Duties include:-

- Work alongside the Head Business & Education to ensure the successful delivery of the team's KPIs both numeric and financial within the Launchpad and DSA contract
- Proactively manage, support and retain a small caseload of members related to Launchpad
- Assist with the delivery of the Launchpad business support contract including delivering workshops when required
- Engage and network with appropriate partners and stakeholders building mutually beneficial relationships and referral points, attending appropriate events where necessary

- Ensure all engagement notes are updated accurately on the relevant CRMS and within 2 working days and the weekly performance sheet updated.
- Always represent the Chamber and its members in a positive manner to partners and stakeholders.
- Adhere to all policies and procedures at all times

Key Performance Indicators

- 85% retention achieved per annum
- Support achievement of the Launchpad business support contract
- 1 DSA referral per month
- Deliver BSW 1 per month

Additional KPI's and tasks may be agreed and added from time to time according to business needs

Segregation of Duties

Duties and areas of responsibility shall be segregated to reduce opportunities for unauthorised or unintentional modification or misuse of the organisation's assets. In terms of Business Support work the three areas are "Identification", "Audit" and "Claim". No one person can undertake two consecutive tasks.

Signed (Job Holder): _____ Date: _____

Signed (Line Manager) : _____ Date: _____

Please return a signed copy to the HR Representative and retain one for your information.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned