



## Job Description

<b>Job Title:</b>	Community Business Adviser (Fixed-term 9 months initially)
<b>Location:</b>	Woodstock, Oxfordshire/Home-based
<b>Reporting to:</b>	Head of Community Business
<b>Responsible for:</b>	N/A
<b>Salary range:</b>	Starting salary: £32,612 gross per annum (pro rata to hours worked) Full-time or part-time considered

**Plunkett's Vision** is for resilient, thriving and inclusive rural communities.

**Plunkett's Mission** is to inspire and empower rural communities to work together to find solutions to their needs through sustainable community enterprise. In our experience, rural communities have demonstrated resilience most when they work together to take control of the assets and services they value and need. We have seen first-hand how such action leads to inclusive and participatory businesses which stimulate social and economic activity for the long-term. These businesses are also proven to create opportunities for all and to improve people's quality of life, especially those most vulnerable and in need of support.

The **Community Business Team** provides a single front door for communities seeking access to information, advice and support when setting up and running a community business. The team supports communities via: an advice line (phone and email); the development of online toolkits and resources; provision of business support, peer-to-peer learning and training; and delivery of membership services. By building relationships with community groups, the team is able to direct them to the right support at the right time.

### How we work

Plunkett Foundation operates as a team. This means that every member of staff is expected to support Plunkett as a whole, and as and when required, this means helping others to meet important targets or complete organisation-wide initiatives. As such, there will be times when you are asked to work on tasks outside of your job description – but it also means that the whole of Plunkett is there to support you when required.

We strive to live up to our values, and be inclusive, accountable, innovative and collaborative in the way that we work – both internally and externally - and we welcome applications from like-minded individuals. As a member of the Plunkett team you will demonstrate a knowledge, understanding and commitment to equity, diversity and inclusion and its application in all that we do.

**Job Purpose:**

Plunkett Foundation is looking for a Community Business Adviser to join its Community Business Team on a temporary basis, as maternity cover. This role involves providing direct advice and support to community groups, as well as managing the consultancy service we provide to community businesses and corporates, including the development of consultancy proposals and budget management.

**Principal Accountabilities**

There are four key areas of accountability within this role.

1. **Provide expert advice and support to community business projects.** This will involve:
  - a. Offering a combination of face-to-face and remote support to all types of community business at every stage of their development – from new start groups through to open and trading community businesses
  - b. Offering expert specialist advice in relation to legal structures and governance related matters for community businesses, either via funded projects or on a consultancy basis, including advising on Community Shares
  - c. Reporting on advice provided, trends and opportunities across the sector and contributing to the further design of the community business support service based on sector needs
2. **Manage Plunkett's consultancy service for community businesses and corporate projects.** This will involve:
  - a. Identifying opportunities to pitch for consultancy work, including developing proposals that meet the needs of individual community groups or corporate commissions
  - b. Managing consultancy budgets and ensuring commissions are delivered on time and within budget
  - c. Delivering expert specialist advice and support on a consultancy basis, as per commissioned projects, for example by leading community consultations, contributing to the development of business plans and financial forecasts, or advising on Community Shares
  - d. Writing reports and recommendations on consultancy commissions, that meet the needs of each individual project
3. **Project leading Plunkett's #iwill project.** This will involve:
  - a. Operational responsibility for the #iwill project, including managing the project delivery and budget, through the day-to-day coordination of staff and partners and appropriate implementation of project management tools and processes
  - b. Acting as a key point of contact with funders, commissioners and partners, including heading up and chairing partner meetings as necessary
  - c. Effective coordination and supervision of day-to-day project activities, including coordinating and commissioning or delivering project support, training, tools and resources as required
  - d. Appropriate monitoring and performance management against budgets, milestones and implementation plans, including reporting to the Head of Community Business and funders on project and financial performance

4. **Play an active role in the Community Business Team, contributing to the development and delivery of the business support service.** This will involve:
- a. Contributing to the design and delivery of Plunkett training and events activity, working with the community business team to ensure the training programme meets the needs of members and the wider sector
  - b. Assisting with the design and development of resources, templates and materials to support community businesses
  - c. Participating in allocations meetings, working with the team to identify common themes, implement joint support allocations and contribute to the decision-making process around allocating adviser support to groups
  - d. Working collaboratively with team members to promote fee-based services, including membership, training and consultancy support
  - e. Contributing to an organisational culture of maintaining good quality and accurate data, in respect of all work completed by Plunkett Foundation
  - f. Supporting the Chief Executive Officer and Senior Management Team with networking, awareness raising and partnership development acting as a key spokesperson for the organisation at all times
  - g. Supporting the Chief Executive Officer and SMT with new business opportunities

## PERSON SPECIFICATION

<b>Job Title:</b>	Community Business Adviser (Maternity Cover)
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Plunkett Foundation is looking for someone who is:

- Proactive and motivated, with the ability to lead and support others
- A good communicator, and confident to present to small and larger audiences at events and meetings
- Experienced in providing direct advice and support to community businesses, with an understanding of tailoring activity to meet the bespoke needs of communities at a local, regional and national level
- Able to demonstrate sound knowledge and understanding of the community business sector, including legal structures, governance, social finance, community shares, and volunteer management
- Able to manage and prioritise a varied workload and contribute effectively to project activity with tight timescales
- Proficient in using CRM systems (Plunkett uses Salesforce CRM) to underpin project management and reporting
- Committed to creating inclusive and lasting opportunities for everyone through the development of community-owned business
- Prepared to listen to and learn from community businesses and the Plunkett membership network, to ensure our services remain fit for purpose and relevant to their needs