ORtus

Job description

**Job title:** Business Advisor

**STATUS:** Permanent

**Reporting to:** Business Services Manager

**Salary: Circa £25k**

-10% Company pension contribution, after 6 months service

-Private medical cover,

-33 days annual leave (including 11 bank holidays),

-Life insurance.

**Hours:** 39 hours per week with paid lunch breaks (Monday-Friday)

**Location:** Based within The Ortus Group, Twin Spires Centre, Belfast, BT13

**MOBILITY:** Belfast and elsewhere as determined by the Business Services Manager and or CEO

**Main functions of the Job:**

To provide business advice, mentoring support, and detailed business plans to/for both business start-up and business growth clients.

**Key tasks and Duties**

1. Provided tailored, professional, knowledgeable business mentoring to clients
2. Prepare detailed business plans and with financial projections for clients
3. To assist in the organisation, co-ordination and delivery of business advice programmes delivered by The Ortus Group
4. To ensure business advice programmes meet their monthly targets (as set by programme funders)
5. Deliver business training courses and workshops that encompass marketing, finance and business administration
6. Complete company health checks and business improvement plans
7. Deliver presentations and community outreach activities
8. Co-ordinate and organise ‘special events’ under the direction of the Business Services Manager, including conferences, seminars, exhibitions etc
9. To implement the correct operational procedures for all programmes and services delivered in line with company policy
10. Assist with the research and development of new programmes and initiatives, in line with company policy
11. Contribute to the promotion of Ortus through representation at relevant events and networking
12. Assist in the development and maintenance of an ‘information library’ in terms of providing support/advice to business start-up and business growth companies.
13. Any other duties as may be deemed appropriate.

**PEOPLE**

1. To observe and respect the ‘Ortus professional image’ behaviour criteria (as outlined in Ortus appraisal system).
2. To provide operational support to the Business Services Department in the supervision of on-going projects.
3. In the absence of the Business Services Manager act as the focal point of contact for Ortus Business Services Department, as and when necessary.

**CUSTOMERS**

1. Continued evaluations of client satisfaction levels, implementation of any actions as a result of feedback.
2. Any other duties as may be deemed appropriate by the Business Manager and or CEO to support the team as and when required.

ORTUS

Person Specification

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| **Post: Business Advisor** | | |
| **Requirements** | **Essential** | **Desirable** |
| **Educational attainment /Experience required** | Degree or equivalent with a minimum of 1 years’ proven experience of delivering business advice and training  **or**  3 years’ proven experience of delivering business advice and training  Experience of preparing detailed business plans  Experience of delivering presentations, seminars and training workshops | Experience of running/managing a business or social enterprise  Experience of working in a local enterprise agency or similar |
| **Knowledge** | A working knowledge of business support organisations, programmes and initiatives |  |
| **Skills and aptitudes required** | Ability to proficiently use MS Office to include Word, Excel, Outlook and PowerPoint  Ability to successfully manage, plan and prioritise a varied and busy workload  Excellent interpersonal and communication skills with wide range of individuals  Excellent written communication skills and numeracy to include ability to write high quality reports and plans |  |
| **Personal qualities required/Other** | Ability to work effectively and flexibly, using initiative.  A self-starter with drive and motivation  Passion for business growth and development  Enjoys striving to meet targets  \*Full current Driving licence and access to a car |  |