



# RECRUITMENT



Enterprise Facilitator





# THE COMPANY

## Sixteen Co-operative Ltd

Sixteen is an award winning social enterprise based in Bristol. Our team of employment specialists support people with learning disabilities, autistic people and others who identify as neuro-divergent to find employment. We follow evidence based supported employment practices and processes to achieve the best results for the people we work with.

We are responsible for delivering a number of programmes and contracts across the area and work in partnership with disabled people themselves, their families, educators and other health and social care professionals.

We believe everyone can work given the right support and are keen to find individuals who share our values, interest and enthusiasm for this.

In recent years, the demand for our support services has increased significantly and, as we expand operations and look forward to further growth, it is apparent that additional members of staff are needed to help us navigate this process. This is an important time for our organisation and the team continues to develop new programmes and provide a robust and innovative service to the city of Bristol and beyond.



# THE ROLE

## Enterprise Facilitator

Hours: 37.5 per week  
Starting salary: £22,138

*'THIS HAS BEEN MY FAVOURITE EVER JOB,  
THE BEST COMPANY I'VE EVER WORKED FOR  
AND THE STRONGEST TEAM OF INDIVIDUALS  
I'VE EVER WORKED WITH.'*

This is an interesting and varied role, providing enterprise facilitation to disabled entrepreneurs, their families and others that support them, in order to develop opportunities for self-employment and small business ownership. Due to the depth and intensity of our work, commitment to both the entrepreneurs and the enterprises will be required. The tasks cover a wide spectrum of activities that include:

- Discovery and Vocational profiling
- Enterprise development
- Financial planning
- Marketing
- Sales
- Delivery of training programmes (on-line and face to face)
- Claiming Access to Work
- In work support

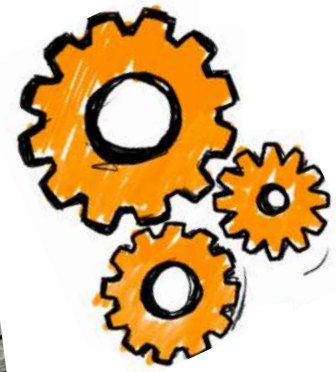
We understand that few people will join us with previous experience of employment support work with learning disabled and/or autistic people, so Sixteen has a comprehensive training and induction programme to ensure new members of staff understand the principles and practices of supported employment upon which all our work is based.

This role will be based in our community team so the Enterprise Facilitator will undertake some job coaching while developing this role.

Sixteen also recognises the importance of continued professional development for all team members, so support and training continues and will include access to a formal job coaching qualification.







## THE PERSON

You'll need to be resourceful, confident and able to communicate well. You'll like to try new things, work independently when needed while still being an excellent team player. You'll need an enthusiasm for developing enterprise opportunities and the skills and experiences required to do so.

This is certainly not an office-based job, so you must enjoy meeting new people, learning new skills and working in Bristol and the surrounding area. Of course it helps if you are confident with IT and possess a sense of humour.

### Other information

You'll join our friendly, supportive and committed team within a organisation dedicated to the training and on-going development of our employees.

- Competitive rates of pay with additional 'long service' spinal point increases
- 28 days holiday (pro rata) with additional 'long service' leave entitlement
- Pension
- Flexible working policies
- A real say in the development of the organisation

Due to the nature of our work and the Government decision to include employment advisors and job coaches in the list of priority working supporting vulnerable people, Sixteen requires all new members of staff to provide proof of vaccination against Covid-19, unless a valid reason prohibiting vaccination can be provided.



# JOB DESCRIPTION

Under the guidance of the Locality Manager and/or Operation Co-ordinator, the Enterprise Facilitator will seek to develop self-employment and small business ownership opportunities with existing and future job-seekers and create the direct and relational infrastructure required to support them:

1. To participate in a range of contracts and programmes working with a range of education, social care and health partners.
2. To support the development of a range of enterprise programmes.
3. Contribute actively to the smooth running and development of the co-operative.

## Main duties and responsibilities

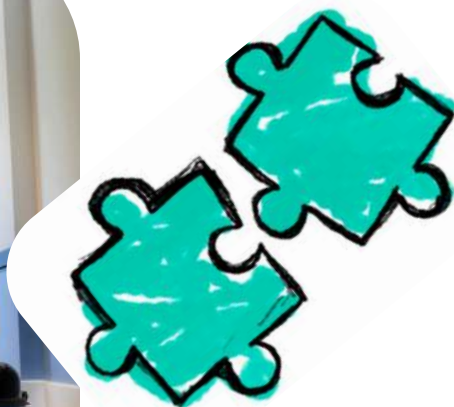
4. To identify and effectively maintain a case-load of jobseekers to explore the potential of self-employment and small business ownership.
5. Offer appropriate information, advice and guidance to help overcome their barriers to enterprise employment, including signposting to relevant support agencies and partners.
6. Co-produce enterprise development plans and set SMART targets at each review stage.
7. To use a range of enterprise development, supported employment and job coaching approaches to support entrepreneurs to establish their product or service.
8. Support the enterprises, once established, and track their progress regularly.
9. Facilitate the development of a range of structures, support circles and other sustainable mechanisms of support.
10. Provide job coaching support to job seekers and enterprise owners
11. Ensure that detailed jobseeker records are maintained using the client management systems.
12. Deliver enterprise and other relevant training to individual and groups as required.
13. To create effective relationships with the local business community, public, community and voluntary sector organisations.
14. To ensure records are kept up to date and maintained in line with contractual and quality compliance requirements.
15. To acquire or complete risk assessments where appropriate.



# JOB DESCRIPTION CONT.

## General

1. Provide, as part of a wider team process, a level of flexibility in order to respond quickly to employers and job seeker needs.
2. Be willing to undertake occasional weekend, early morning and evening work.
3. Possess a current driving licence and have access to transport or demonstrate how they will be effective in working with individual service users in their places of work anywhere across the whole of the Bristol area.
4. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.
5. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Sixteen's confidentiality policy for all staff.
6. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
7. To take all reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with. To report to the Locality Manager either serious risks or concerns over safety issues.
8. To work at other locations across the area, as and when required.
9. To undertake any other duties which are consistent with the post.
10. To support the development of Sixteen Co-operative when working with colleagues in sharing support etc. to ensure clarity with regards to style of support to be provided ensuring consistency of approach to the individual and employer.
11. This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.





# PERSON SPECIFICATION

## Experience

### Essential

Experience of financial management

Experience of self-employment and/or enterprise development

Experience of work and successfully dealing with employers

Experience of undertaking risk assessments

Experience of working with people with learning disabilities

Experience of providing Job Coaching support

### Desirable

Experience of managing staff

## Knowledge and skills

### Essential

Good knowledge of the supported employment sector

Good negotiation skills

Ability to communicate effectively with users of the service

Ability to communicate effectively both orally and in writing, with other staff, clients, employers and other professionals

Basic knowledge of welfare benefits

### Desirable

Clean driving licence and access to a Clean Air Zone compliant car

## Education and training

### Desirable

Project management

Training in Systemic Instruction or comparable qualification

Working with employers

## Other

### Essential

Ability to show empathy and understanding towards clients

Ability to promote and work towards increasing independence amongst the user group

Ability to meet the physical requirement of the job

Ability to keep records and undertake administrative tasks

Willingness to undertake all relevant training

Ability to be self motivated and use personal initiative within a structured framework

Ability to work under pressure

Ability to work flexibly

Understanding/awareness of Equal Opportunities

Access to a computer will be a distinct advantage