



## **Job Description**

### **Enterprise Officer**

**Job Title:** Enterprise Officer - Croydon Health Employment Project

**Purpose:** The aim of this role is to manage CVA's delivery as part of the Croydon Health Employment Project (CHEP). The CHEP programme is our Big Lottery Building Better Opportunities (BBO) and ESF Co-financed project funded through Coast To Capital LEP.

CVA's main role in the CHEP partnership, as a delivery partner, is to support the clients registered on the programme with support around job search and in particularly support around self-employment as a pathway into employment.

The postholder will be responsible for delivering one-to-one support to clients and also training around enterprise for clients of the other eight delivery partners. The postholder will be responsible for undertaking the monitoring and reporting requirements for CVA relating to the delivery of the CVA activities. The Enterprise Officer will also support the CHEP Programme at the end of each quarter with submitting monitoring returns to the Big Lottery Fund.

**Responsible to:** CHEP Programme Manager

**Salary:** NJC Scale point 34, **£31,368 pro rata**

**Hours:** 7.5 hours per week (flexible)  
Fixed Term Contract until July 2018, 3 months' probation.  
***NB There may be potential for additional hours as the needs of the project may deem necessary.***

**Holiday:** 20 days per annum, pro rata

### **Main Duties**

1. Identify and attract suitable clients for the Croydon Health Employment Project (CHEP) programme.
2. Promote employment options for unemployed people with a particular focus on self-employment as a pathway to employment.

3. Support clients referred from other CHEP partners who lack skills and face significant health barriers with enterprise support as part of their identified action plan.
4. Deliver training and workshops around self-employment for clients on the CHEP programme.
5. Support clients in starting-up a new business and signposting to relevant agencies to help achieve sustainability and growth.
6. Provide the necessary monitoring data (financial and client specific) required of CVA by the funder.
9. Support the CHEP Programme Manager in reporting, evaluation, marketing and development activities as appropriate.
10. Take initiative to look at funding opportunities to sustain the employment and enterprise support activities beyond 2018.

### General

1. Maintain an up to date awareness of current employment and enterprise support practices, and ensure that these are incorporated within the support service.
2. Maintain an awareness of health and safety issues associated with the project.
3. Attend meetings and supervision appropriate to the post and responsibility.
4. Comply with all CVA policies and procedures with particular regard to Equal Opportunities, Health and Safety and Confidentiality.
5. Undertake other appropriate duties as required by CVA management.
6. A willingness to travel across Croydon and work some evenings and weekends as required by the project.

To apply for this job, please send your **CV with a covering letter** highlighting key skills and suitability for the post.

**Please email CV and covering letter to [joy.henry@cvalive.org.uk](mailto:joy.henry@cvalive.org.uk) by 12 noon, Monday 9 January 2017.**

Interviews will be held on 19 and 20 January 2017.

