



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Rural Enterprise Development Officer
Salary:	£30,000pa – Pro Rata
Hours:	Full-time: Fixed-term (1 st September 2024 – 31 st March 2025)

ABOUT THE JOB:

Minerva Mill Innovation Centre is looking for an experienced individual to deliver business support activity across the rural areas of Alcester Parish and surrounding parishes of Kinwarton, Great Alne, Arrow & Weethley, Coughton, Haselor, Sambourne, Wixford, Exhall, Studley and Bidford on Avon all of which falls within the Stratford on Avon District Council.

This project, run in conjunction with Alcester Town Council, is a pilot scheme to create a Rural Enterprise Hub that provides a service to rural and agricultural industries within the rural landscape and to determine if a centrally located Rural Enterprise Hub, capable of delivering a point of contact for rural and urban businesses offering diverse and innovative opportunities for growth, could be viable.

As Rural Enterprise Development Officer you will work alongside partner agencies within Stratford District and Warwickshire County Growth Services Agencies consisting of Warwickshire Skills Hub Employability and Skills Team, Coventry & Warwickshire Chamber of Commerce, C&W Growth Hub, and the National Innovation Centre for Rural Enterprise (NICRE). All of which provide free and impartial access to all of the publicly funded business support available.

The Rural Enterprise Development Officer will have specific responsibility for developing and providing a bespoke programme of networking and business support for SMEs to assist them to improve performance, raise productivity and expand.

You will be based at the Minerva Mill Innovation Centre in Alcester, a purposely designed space providing a range of shared facilities for a cross-section of

businesses such as fully serviced office accommodation, training/meeting rooms, hot desks and office equipment.

As Rural Enterprise Development Officer, you will be responsible for overseeing the management and operation of the Rural Enterprise Hub.

MAIN DUTIES AND RESPONSIBILITIES:

- Develop and maintain a detailed working knowledge of products and services available to SMEs.
- Proactively identify and engage with SMEs across the rural areas of Alcester Parish and surrounding parishes of Kinwarton, Great Alne, Arrow & Weethley, Coughton, Haselor, Sambourne, Wixford, Exhall, Studley and Bidford on Avon, and link them to the full range of business support services and products available.
- Support SME access to complementary services and facilities, working across different teams and partner organisations within Stratford District and Warwickshire County Growth Services Agencies.
- Develop and deliver a programme of training and networking events to promote understanding of market opportunities and facilitate collaboration and joint ventures between SMEs.
- Undertake marketing, presentations and group sessions and deliver these in conjunction with business support agency colleagues and key partners to facilitate access to specialist support through partner organisations, the Minerva Mill Innovation Centre and the project's programme of training and networking events.
- Work closely with other teams within partner organisations to ensure effective coordination and collaboration within a shared quality assurance framework and working protocol including Coventry & Warwickshire Chamber of Commerce, Growth Services, performance reporting and data sharing.
- Ensure comprehensive beneficiary records are kept to evidence participation, including support provided and outcomes achieved. Ensure timely and accurate data entry on Customer Relationship Management for changes and update to client details, completion of activities and outputs.

- Maintain detailed records of spend including activities delivered and/or specialist support procured. Undertake regular collation of records to support the claims process. Prepare for and participate in audit activities as required.
- Prepare regular reports on activity and achievement of personal targets according to the standards laid down by the pilot project and to respect and uphold client's commercial confidentiality at all times.
- Identify best practice opportunities to improve both service provision and development.
- Oversee the operation of the Rural Enterprise Hub and deal with any problems or queries, including client management of the SMEs to ensure a high standard of service delivery.
- Liaise with local business networks, trade associations, chambers of trade and other groups; providing guidance and advice as required.
- Promote excellent customer relationships with local businesses.
- Maintain a high standard of health, safety and environmental management in accordance with the Minerva Mill's health and safety policy and relevant legislation.