

JOB DESCRIPTION

Job title:	Business Incubation Coach
Reports to:	Head of Business Incubation
Hours:	32 hours per week including one hour lunch unpaid
Duration:	Fixed term contract, 9 months maternity cover (extendable)
Salary:	£35,000 per annum pro rata for 4 days

Role

The post holder will support the business incubation team with the project management and delivery of the European Regional Development Fund (ERDF) London Creative Network (LCN) programme, with the support of the Business Incubation Project Manager and the London Creative Network Administration Coordinator and under the supervision of the Head of Business Incubation.

This role is part-funded by the European Union.

Main duties and responsibilities

To deliver one to one coaching to participants on the programme as required. To provide information, advice and guidance by telephone and email as required.

To ensure that the content and delivery of group training workshops, seminars, networking and outreach events as part of the ERDF London Creative Network programme reflects and is tailored to the needs of beneficiaries. To ensure that associated worksheets, training materials, online content and other resources are appropriate to the needs of Cockpit Arts' LCN beneficiaries.

To help manage existing partnerships with appropriate organisations and individuals and maximise links between Cockpit Arts, programme beneficiaries and these organisations.

To represent Cockpit Arts externally as required.

To undertake any other duties as set out in the operational plan or required by the Head of Business Incubation (or the Chief Executive in his absence).

Person Specification

Essential	Desirable
<p>Knowledge Knowledge of the opportunities and challenges facing micro creative businesses.</p> <p>Knowledge and experience of a wide range of craft and design industry sectors and appropriate business models, including jewellery, ceramics, glass, textiles, fashion and furniture.</p>	<p>A relevant degree or professional qualification.</p> <p>SFEDI qualification in business support, coaching or equivalent.</p>
Skills / experience	
<p>Track record of delivering 'one to one' support to small creative businesses.</p> <p>Ability to identify professional development needs and appropriate support and resources to meet these.</p> <p>Strong IT skills (regular use of Microsoft Office - Word, Excel, Outlook, Powerpoint).</p> <p>Excellent organisational and administrative skills.</p>	<p>Proven track history of delivering training and facilitation.</p> <p>Event management experience.</p> <p>Project management experience.</p> <p>Experience of managing budgets.</p> <p>Experience of ERDF funded programmes or similar.</p> <p>Working knowledge of Microsoft Access or client management systems.</p>
Qualities	
<p>Passion and interest in the creative and cultural industries.</p> <p>Experience and knowledge of the UK and international contemporary crafts sector.</p> <p>Self-starter with commitment and focus.</p>	