

Delivered in partnership with:



Spark Development Worker

Cumbria Social Enterprise Partnership is looking for a part time worker to accelerate the delivery of the Spark Programme in West Cumbria <https://secumbria.org.uk/spark-project>. We are looking for people who have a background in community development, business support, events and networking. Ideally, you will have good links 3rd sector organisations and social enterprises in West Cumbria. You will have a good understanding of the challenges facing the communities in West Cumbria as outlined in the [West Cumbria Opportunities and Challenges](https://www.cumbriafoundation.org/community-needs/west-cumbria-opportunities-and-challenges/) report <https://www.cumbriafoundation.org/community-needs/west-cumbria-opportunities-and-challenges/>

The main work areas are set out below.

Networking

The Spark Programme aims to have 3 social enterprise networks set up – physical and virtual. One of these networks could bring together Social Enterprises focused on the environment but we will be guided by demand from local social enterprises. The role will be to promote the services available through Spark to social enterprises and people interested in establishing a new social enterprise in West Cumbria.

Events

Part of the project is to deliver events.

- 2 events are scheduled – “Finance for non finance people” (Oct 22) and “Recruiting Directors and keeping them” (November 22). You will support the delivery of the second event and future events.
- 2 Social Enterprise Safaris – in Copeland and Allerdale. Potential locations are Cleator Moor, Whitehaven, Workington. These events will raise the profile of local social enterprises, show what is possible and help to attract more volunteers, mentors, mentees into the sector. They will also showcase the sector to local stakeholders like Local Authority officers, elected members and partners in the nuclear supply chain. 2 more events will be delivered around the County before March 2023.

The most important element is the promotion of the events through your networks in West Cumbria to ensure a good turn out of participants and an engaging event.

Mentoring

Your role will be to recruit 6 mentors from the nuclear industry and match-make them with social enterprises. You will then support and monitor the progress made by the mentors and mentees to deliver 75 hours of staff time. One mentor has already been identified following a successful LinkedIn campaign and need to be matched with an existing social enterprise.

Business Advice

There are 3 advisors who carry out most of the Business Assists across the County. New requests from social enterprises are triaged and allocated to the most appropriate advisor – depending on the type of advice required and knowledge of the advisors.

The key elements of the business advisor role are:

For new social enterprises –

1. Discussing the potential legal structures for and coming up with the one which is the best fit. This normally depends on the type of enterprise activity, where the future income will come from etc.
2. Supporting the group to get their new social enterprise incorporated e.g. setting them up as a Community Interest Company, Co-op or other appropriate structure.
3. Advising on any general issues and signposting to other support within the County.

For existing social enterprises -

1. Understanding what the particular needs are and potential ways that these can be addressed.
2. Providing support over a series of meetings.

Each business assist can last from 2-6 months as groups take time to digest advice and decide on how to act on it.

A set of forms are used to record action points from meetings and plans – these are part of the sign off process for the County Council.

Location

Hotdesking facilities are available in Eagle Labs Cumbria in the Bus Station, Whitehaven but most of the work can be carried out remotely or visiting Social Enterprises.

Payment

The work will be delivered on a contract basis. For **Networking and Events** development work, effort is up to 1 day per week for 18 months paid at £18 / hour. This can be worked flexibly, depending on when events are held and managed.

For **Business Assists**, which is more specialised and less frequently available, each assist covers 12 hours of support apart from intensive assists which are 18 hours. Payment is £45 / hour excluding travel time, but most advice is delivered online.

Management

You will report to the Project Manager at Cybermoor Services, who deliver the contract for Cumbria County Council. This involves regular updates on progress for the Spark Programme and Cumbria Social Enterprise Partnership Steering Group.

The Cybermoor team will deliver marketing support for the events via our social media channels and website. Other partners across the area will also provide support in promoting events and engaging relevant stakeholders e.g. Cumbria CVS can support volunteering.

Interested?

Can you send a short response (no more than 1 side of A4) giving some background on your skills and experience and how they can match the elements outlined above and include a CV. We can provide training in areas which you are not sure about so do not worry if you have gaps in your knowledge and experience. We realise it would you may not be able to do all of these activities, so if you can do a couple elements (e.g. mentoring support and events but not business assists) then please still send in an application.

Please send your response to info@secumbria.org.uk before **9am on Monday 4th September**. We will do interviews online on Friday 9th September. If you would like more information, please call 01434 382808.