



## Latin Elephant - Job description

<b>Job title</b>	Migrant and Ethnic Business Activator
<b>Reports to</b>	Director
<b>Responsible for</b>	Migrant and Ethnic Business Recovery Programme
<b>Salary</b>	£29,577 (per annum pro-rata)
<b>Contract</b>	Initially 6 months with possibility of an extension
<b>Hours</b>	21 hours per week

### Job purpose

The post holder will oversee the activities associated with the *BAME Businesses Recovery Programme*. The programme will support migrant and BAME traders in Elephant and Castle through current challenges associated with Covid-19, Regeneration Programmes and Brexit.

The programme will also foster online partnerships and help evidence the diverse social benefit of BAME traders and migrant and ethnic economies with public policy makers.

The project will be delivered via an online and outreach programme that engages, supports and organises local businesses directly via creation of opportunities for dialogue. The programme will actively support individual traders challenged by displacement and Covid-19.

The post holder will be accountable for ensuring that The BAME Businesses Recovery Programme is delivered to a consistently high standard, that it is responsive to the needs of its beneficiaries and contributes towards achieving Latin Elephant's broader organisational objectives.

Responsibilities will be broad - including project delivery and management, organising workshops, writing and media work, as well as organising BAME Business Communities in the Elephant and Castle regeneration area and assisting with evidencing the diverse social benefits of BAME traders and economies with public policy makers.



### **Key responsibilities:**

- Enforce delivery of an existing capacity building programme for MEBs by promoting access to business support services in Southwark and London.
- Draw on existing networks to set up partnerships with financial and legal organisations and NGOs to build a sustainable mentoring system.
- Monitor progress throughout the duration of the scheme.
- Assist with advocacy and evidencing the diverse social benefits of BAME traders and economies with local authorities, public policy makers and major stakeholders.
- Participate in local business and community forums and strengthen and extend existing connections with local retail networks.
- Responsibility overseeing the work of 5-10 volunteers to coordinate outreach activities
- To attend meetings with the director for informing and maintaining an overview of the programme and contributing to wider discussions on organisational strategy.
- To respond creatively to needs emerging from unexpected circumstances that might impact BAME businesses.
- To participate in local business and community forums and strengthen and extend existing connections with local retail networks

### **Person Specification - Essential knowledge, skills and behaviours required**

#### **Knowledge (education and related experience):**

Essential:

- Experience and or expertise in the field of migration and migrant and ethnic entrepreneurship
- Knowledge of the regeneration programmes in Elephant and Castle
- Experience working directly with migrant groups in London
- Experience in project management
- Experience in monitoring and evaluation activities, and in reporting to funders

- Excellent contacts amongst practitioners and business networks
- Experience of and commitment to working in a collaborative and inclusive style
- Commitment to the values and ethos of Latin Elephant

Desirable:

- Experience in engaging with the media, including social media
- Experience in the Arts, including finding alternative and creative ways to visibilise social issues
- Experience of fundraising for specific projects
- Educated to university or higher education level in relevant topic
- Business skills and management

### **Skills (special training or competence):**

Essential:

- Strong organisational skills and ability to think strategically
- Strong communication skills both written and verbal; proven ability to present complex issues in clear terms and to tailor these to different audiences
- Ability to plan, prioritise and manage own workload
- Fluent written and spoken English
- An understanding of and commitment to equality of opportunity
- Working knowledge of a second language, preferably Spanish and or Portuguese

Desirable:

- Dynamic and proactive approach to problem solving

### **Core behaviours:**

- Communicating and influencing
- Working on your own and team working
- Planning and organising
- Change and improvement
- Decision making
- Delivery and implementation