



## Latin Elephant - Job description

<b>Job title</b>	Migrant and Ethnic Business Project Officer
<b>Reports to</b>	The Board of Trustees
<b>Responsible for</b>	Migrant and Ethnic Business Readiness Programme
<b>Salary</b>	£28,485 (per annum pro-rata)
<b>Contract</b>	Fixed Term (12 months)
<b>Hours</b>	24 hours per week

### Job purpose

The post holder will combine a capacity to develop an innovative business readiness programme for existing migrant and ethnic businesses based in Elephant and Castle's core commercial area. The programme will be delivered via an outreach programme that engages local businesses directly via creation of opportunities for dialogue and participation of retailers whilst actively fostering partnerships with other local and regional business organisations.

The post holder will be accountable for ensuring that Latin Elephant's business readiness work 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 design and management, identifying and establishing partnerships to develop a targeted mentoring system, organising workshop, writing and media work.

### Key responsibilities:

- To strengthen Latin Elephant's business readiness programme in consultation with the board of trustees.
- Implement a 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.



- Organise advice and guidance sessions to generate understanding of (i) access to finance; (ii) basic commercial property law and (iii) employment rights and responsibilities.
- To coordinate and write short informative briefing guides on topics relevant to MEBs in areas under intense regeneration processes.
- Create an easily accessible data base of resources on business advice services and commercial property providers.
- Participate in local business and community forums and strengthen and extend existing connections with local retail networks.
- Responsibility over one volunteer to coordinate outreach activities
- To attend Trustee Board meetings for informing and maintaining an overview of the programme and contributing to wider discussions on organisational strategy.



## Latin Elephant

### 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 writing for print media
- 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