

Micro-Enterprise Development Worker – job description & person specification

1 Job purpose

To serve Hartlepool Borough Council's "Community Led Support" initiative by developing and supporting new micro-enterprises. Micro-enterprises in this context are small enterprises – likely to employ less than 5 or so people – with the purpose of providing practical & emotional support to adults. There may or may not be payment made for this support. Enterprises choosing not to charge for services are de facto charitable.

Support offered by micro-enterprises might include assisting people to socialise, meal delivery, engaging people in physical activity such as social walking, fitness clubs & yoga, help at home with cleaning and gardening, activity groups such as crafting, dance groups, drama & film clubs.

Community Led Support involves statutory organisations with responsibility for adult social care working with their partners and communities to design and deliver different ways of working which maximise the strengths and community connections of people locally.

2 Job roles

The job's foremost priorities are to:

- Work as a member of the Hartlepower development team;
- Map Hartlepool's existing support services for adults & identify any gaps;
- Help people understand the potential of micro-enterprise;
- Help negotiate regulatory & procedural requirements for establishing micro-enterprises;
- Explore access to feasibility and development grants, affordable workspace and specialist training as needed;
- Help establish and subsequently support micro-enterprises through coaching, confidence building and expert advice.

3 Person specification

The five capacities required are:

- **Interpersonal & communication skills (verbal & written)** – the postholder will need to form constructive, empathetic working relationships with Hartlepool residents and personnel from multiple organisations. The ability to write clearly is also required.
- **Ability to network** – requires an appreciation of the many different connections between people – in streets, neighbourhoods & wider social networks;
- **Highly organised & attentive to details** – establishing micro-enterprises involves clear, systematic thinking;
- **Creativity, positivity & sociability**– required for enabling the formation of well-organised groups of people working together effectively in pursuit of clear goals;
- **Optimism**

Technical knowledge – such as legal structures available to micro-enterprises – will be shared by colleagues in Hartlepower and learnt on the job.

4 Management & accountability

There will be two components to management of the post:

(i) Strategic management

This post is funded by HBC and represents the council's commitment to adopting a preventative approach to adult social care – in acknowledgement of citizens' need for autonomy & control over their own lives, their personal preferences & aspirations and their embeddedness in localities & within wider social networks. A small steering group of HBC & Hartlepower staff/trustees will oversee the project.

(ii) Daily management & support

The post-holder will be a member of the Hartlepower Development Team, alongside various other community support team members. The team operates non-hierarchically – management & support of team members arise from an ethos of collective responsibility for each other's work & goals. This is coupled with a shared appreciation of the various lines of accountability to funding bodies and collaborative networks. Hartlepower thereby acts as an impartial, objective body driven foremost by specific, desired outcomes.

5 Employer, location and practical requirements

Hartlepower will employ the Micro-enterprise Development Worker. The postholder will be based with Hartlepower's VCS support team at the Energy Hub in Stranton. However, a good proportion of the post-holder's time will be spent in communities and with personnel from other organisations.

6 Contractual & financial

○ Contract and hours

12 month contract initially – 30 hours per week

○ Salary

Annual salary £21,000 per annum, pro-rata

○ Pension

Hartlepower will contribute 3% of salary as per statutory obligation.

○ Capacity for independent travel

The post-holder will be expected to travel extensively throughout Hartlepool & possibly further afield.

7 Training requirements

The post-holder will be expected to attend professional development training as necessary.

8 The wider context

The following initiatives provide a context for this post and the Council's objectives – and present the potential to extend the HFC's work:

- HBC Community Led Support initiative;
- "Get Connected" – collaborative digital inclusion project.
- Hartlepower Energy Hub – starter office space for new enterprises

Hartlepower, in partnership with HBC
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