



## **Job Description: Hub Business Development Assistant**

**Organisation:** The CAE  
**Initial Contract:** 6 months

**Location:** Swansea  
**Salary:** £13.50/hour

**Start:** 4th July 2022  
**Hours:** 30 hours a week

**Reporting to:** Business Development Manager

### **Key purpose:**

The CAE inspires, supports and promotes employment and entrepreneurship for ethnically diverse people. Based in South Wales, we are the only organisation in the UK that has developed solutions to support members from diverse ethnic communities who wish to find jobs or set up and grow their businesses.

Our organisation is in an exciting period of growth. We are currently in the process of setting up a new Community Enterprise Hub in the heart of Swansea, which will be a central meeting place for the different communities, reflecting the amazing diversity of our city.

We are looking for a Business Development Assistant to support the implementation of our income diversification strategy. The successful applicant will work across the organisation, within the community and in partnership with other organisations.

Candidates who can demonstrate relevant prior experience are encouraged; however relevant equivalent experience will be considered. The post-holder will drive innovation and will be a self-starter with motivation to make a difference.

**Main Responsibilities**

- To support and complement the Business Development Manager in the efficient and smooth day-to-day operations through performing administrative tasks as required.
- To support with bid writing to both new and existing funders and assisting the overall process including collation of information, feedback, statistics, and outcomes monitoring, including liaising with project partners, staff, service-users, and clients.
- To assist in the preparation of regularly scheduled reports, maintaining appropriate information to enable clear strategy implementation.
- To direct and develop the Enterprise Hub's fundraising programme for both revenue and capital funding as well as trading activities and maintain a database.
- To achieve a targeted level of income each year from trade, from trusts, foundations, government institutions and public and private giving.
- To work across all teams within the business to identify growth opportunities.
- To distribute data and findings to the Marketing and Communications Team for communication campaigns and development of case studies.
- Create schemes that support the Hub through philanthropy.
- Any associated duties and responsibilities as required.

**This list is not exhaustive, and the role of the Business Development Assistant may change to meet the nature of the business and services.**

<b>Knowledge, including educational qualifications:</b>	<b>Essential (E)/ Desirable (D)</b>	<b>How assessed: Shortlisting/ Interview</b>
1. Practical working knowledge of project planning and management practices, including methods, processes, tools, and techniques to control risks and achieve outputs and benefits	Desirable	Shortlisting/ Interview
2. Educated to at least level 2 equivalents, with GCSE Maths and English or be able to demonstrate equivalent knowledge, skills, and aptitude.	Essential	Shortlisting/ Interview
3. Knowledge and understanding of both the business and third sector spectrum.	Essential	Shortlisting/ Interview
<b>Experience:</b>		
4. Designing and delivering projects with a wide range of internal and external stakeholders.	Desirable	Shortlisting/ Interview
5. Experience analysing information and developing practical and innovative solutions to manage problems.	Essential	Shortlisting/ Interview
6. Ability to ensure excellent judgement in making evidence-based decisions.	Essential	Shortlisting/ Interview
7. Computer literacy including Word, Excel, PowerPoint, email packages and social media (Facebook, Twitter, and Instagram)	Essential	Shortlisting
8. Can communicate clearly and with confidence both orally and in writing, including reporting, presentations	Essential	Interview

**Desired Personal Attributes:**

- Self-motivated and a self- starter with the ability to use own initiative
- Ability to work as part of a team and be flexible
- Organisational skills
- Analytical skills
- Well-developed interpersonal skills
- Numeracy skills
- Communication skills
- Team Working skills
- Diplomacy
- Ability to motivate people

**How to Apply:**

Please submit your CV and cover letter to [info@caentr.org](mailto:info@caentr.org). It is in your interest that you are clear in your application about how you meet the essential criteria with clear examples where possible.

**If you would like to chat before applying, please contact Kim - [kim.m@caentr.org](mailto:kim.m@caentr.org)**

**Timelines:**

Deadline for application:	17th June 2022
Shortlisting and interviews:	Week beginning 20th June 2022
Start date:	4th July 2022