



European Union

European Regional
Development Fund

**Advance Northumberland
Wansbeck Workspace
Rural Enterprise Specialist x 2 FTE
£30,000 – £34,000 per annum**

About Advance Northumberland

Advance Northumberland is a property Investment, Estate Management and Development Company. Building new homes for rent and sale, attracting investment and business growth, managing delivery of major projects, providing a diverse portfolio to support businesses and regeneration and helping you find a place to call home.

We are looking for a Rural Enterprise Specialist to join our Economic Growth and Investments Team. The Team have an established track record as a provider of inward investment and business support services, including start-up and growth programmes across Northumberland. We continue to provide comprehensive support to businesses across the County and are funded through a combination of operating profits from our commercial activities and external grant funding. **Your new role:** As the Rural Enterprise Specialist,

Key duties & responsibilities:

- Responsible for identification and enrolment of eligible SMEs to the Rural Business Growth Service programme, providing high quality business advice and ensuring that the programme achieves the overall vision and delivers against the contracted objectives, spend and output targets.
- Responsible for the provision of 1:1 business support to eligible SMEs.
- Support in the design, development and delivery of interactive, diagnostic workshops and programmes of support across identified themes.
- The development and implementation of activity plans, in line with the Rural Business Growth Service 2021-2023 scope and objectives.
- To take responsibility for achieving the set targets and outputs associated with the programme and ensuring Key Performance Indicators (KPIs) are met.
- Ensuring programme activities are delivered and recorded in line with ERDF rules and regulation.
- Enthusiastically promoting the benefits of the Rural Business Growth Service and the projects enterprise support programmes and the opportunities they can bring to SME's.

To succeed in this role:

The successful applicant must be able to demonstrate key skills and experience in the following key areas:

- **Responsibility for account management.**
- **Experience in delivering business support programmes.**
- **Experience working with businesses to achieve a set of agreed outcomes.**
- **Practical working knowledge of ERDF.**
- **Knowledge and experience working with rural businesses and within the rural economy.**
- **Ability to work to tight deadlines and manage competing demands.**

What you will get in return:

This organisation offers a competitive salary, the tools you need to do the job, as well as a range of excellent benefits inclusive of:

- 26 days holiday + bank holidays, which increases to 31 days after 3 years' service
- Contributory pension scheme
- Half price gym membership
- Cash plan
- Various Salary Sacrifice Schemes.

To apply please send a copy of your CV and a covering letter explaining your suitability and interest in the post to workforus@advancenorthumberland.co.uk

Closing date: 4th August 2021

Interviews will be held on the 17th August 2021

For an informal discussion please contact John Hildreth, Head of Economic Growth – 07807493723 – or email john.hildreth@advancenorthumberland.co.uk

If you wish to withdraw your consent for us to process your application, please email workforus@advancenorthumberland.co.uk

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