



Application Pack

Women's Enterprise Consultant





The Big Red Kick CIC is recruiting two Women's Enterprise Consultants to support our MOMO (micro organisation, maximum opportunity) project. Of the two roles; one will be based in South East London (Bromley, Bexley, Greenwich and Lewisham) and the other London-wide. These roles are being funded as part of the Big Issue Power Up Programme.

1 Our Mission

The Big Red Kick CIC mission is to empower marginalised women to become agents of change. We help women generate community wealth and make their labour economically viable through projects, small businesses, and social enterprises. Our initiatives include consultancy, training, research, and evaluation, focusing on women with lived experiences. We offer services for economic independence and community development, including; strategic support, capacity-building training, and co-production programs.

2 Letter from Clare Welburn, Director



Thank you for your interest in the role.

The Big Red Kick aim is to increase community wealth of women in marginalised communities. We do this by :

Supporting women entrepreneurs

Through the MOMO (Micro Organisation Maximum

Opportunity) project, we provide one-to-one consulting and coaching to develop women-led organisations to deliver solutions to their communities building on their solid foundation of lived experience.

Supporting stakeholders

Through commissioned services; including community engagement, consultation and delivering change at a grassroots level.

Supporting learning

We deliver fun, engaging training that brings people together. Our training programme sits alongside workshops, networking and more formal skills based learning.



The Business Consultant role

This exciting role is incredibly fulfilling as you support women to make their ideas a reality. You will be closely with women at different stages of their enterprise development you will use your skills as a listener, your knowledge of what makes businesses or organisation succeed and your skills to develop people and leaders who will go on to improve both their lives and the lives of others within their communities. It's fantastic opportunity to support people to succeed and meet the challenges as they arise and see them conquer them.

We are looking for two Women's Enterprise Consultants to join our small team who will be delivering the MOMO project directly to women social entrepreneurs, charity leaders and business owners. Of which one will be based in Southeast London and one working London-wide, working with clients will take place either in person or remotely.

You will have significant experience in developing or leading a business, charity or community project. Experience of developing people and ideas is essential. We envision these roles to be worked around other commitments you may have as a leader.

The following pages contain a summary of the principal terms and conditions, key dates and the application process. If you would like an informal chat, please email clare@thebigredkick.co.uk to arrange an appropriate time.

3 Benefits

These roles are offered flexibly on zero hours contracts. Holiday pay will be included in the hourly rate.

Pay to train

Trainee Women's Enterprise Consultants without an existing level 5 business coaching qualification will be paid at £25 per hour until completion of their qualification. Once qualification is complete this will rise to £45 per hour. Trainees will be paid for attendance at training but not for completion of course work.

Qualified coach pay rate

Level 5 qualified business coaches will be paid £45 per hour for delivering consulting and coaching sessions.

Working hours and minimum expectations of availability

Trainees should be available to take on a minimum of two hours paid support sessions with clients each week and one an additional hour of preparation, administration and follow up for these support sessions This can be worked flexibly around other



employment (not exceeding 48 hrs per week) but at times consultants are available. This may mean evening or weekend work.

Training

Women's Enterprise Consultants who are not yet currently qualified to level 5 will be supported through the Level 5 Institute of Leadership and Management (ILM) Leadership and Management coaching and mentoring course.

This will be fully funded by The Big Red Kick as long as you complete the qualification and continue to take on two hours each week of MOMO Enterprise consultancy and consultation for two years from appointment.

All recruited Women's Enterprise Consultants will be trained in the MOMO model and will have access to ongoing training and development linked to their yearly appraisal.

Support and supervision

All Women's Enterprise Consultants will have regular supervision and support from the Enterprise Manager who will give them regular feedback on their practice and support with trickier challenges that your caseload might experience.

4 Application process

Shortlisting

All CV and covering letters will be sent to the recruitment panel who make their preferred selection based on the requirements that meet the personal specification. Candidates who meet the criteria are shortlisted for an interview.



Interviews

The interview panel will normally be formed of two directors who will ask questions based on the values and competency required for the role.

Practical assessment

The practical assessment will include an IT activity and a role play scenario with an existing project participant.

You will be reimbursed costs, agreed in advance, on production of receipts to attend, in addition to a flat rate fee for your time.



5 Job description and person specification

Job Description

Job Title: Women's Enterprise Consultant

Responsible to: MOMO Network Manager

Location: Home based (local and London-wide travel)

Key purpose: Women's Enterprise Consultants are responsible for; (1) providing one-to-one support to women from marginalised communities to establish their own organisations and to generate community wealth in their communities. (2) building a regional network of marginalised women to advocate their needs.

The post holder will be part of the national team reporting to the Enterprise Manager

Specific Responsibilities:

- To work with your clients to provide ten hour of business or organisation one-to-one support.
- To use various Big Red Kick digital products, including CRM's and AI to provide one-to-one support and to provide national monitoring data.
- To recruit clients from marginalised communities through building networks and promotion with external stakeholders.
- Ensure key workload management tasks are undertaken in a timely manner including but not limited to managing your diary and keeping up-to-date records.
- To research and maintain data on effective client training and sign posting opportunities.

Advocacy

- To develop local network of clients to share external and partnership opportunities including, but not limited to, grant applications, tender opportunities.
- To understand the barriers marginalised women face to economic prosperity within your local/regional statutory and business sector.
- To represent and advocate with and on behalf of your clients at a local and regional level.
- To work within policies of the GDPR and wider data protection laws.
- To ensure that you fully understand and implement all of the roles and responsibilities in relation to safeguarding children and vulnerable adults

Person Specification



Knowledge

- Knowledge of small business, charity or social enterprise .
- Good knowledge of using digital to engage community or clients- including social media, use of technology and email.



- Knowledge and understanding of regulatory requirements or reporting of either Charity Commission or Companies House.
- Knowledge of safeguarding principles.
- Knowledge of GDPR Legislation.

Experience

- Experience of founding a social enterprise, business or community organisation.

Skills

- The ability to work on own initiative.
- The ability to communicate concisely both verbally and in written form at all levels.
- The ability to promote and articulate the mission of the Big Red Kick and MOMO project.
- The ability to draft effective written communications.
- The ability to produce social media content.
- The ability to work proactively with a variety of stakeholders.

Organising skills including:

- Ability to build, enable and empower a network.
- Ability to support and coach on a one-to-one and group basis.
- Ability to organise recruitment and retention activities.
- Ability to organise events, such as a training event.
- Ability to actively listen.
- Ability to reflect and act on new information gained.

Administrative skills including:

- Ability to use technology to support administrative functions e.g. word processing and spreadsheet software.



- Ability to adapt to new online tools and methods.

Qualifications

- Institute of Leadership and Management Business Coaching and Mentoring Level Five (non-essential as training will be provided if appointed)

6 How to apply

Please email a CV and covering letter to clare@thebigredkick.co.uk before 21 July 2024.