

PERSON SPECIFICATION

Post Title: Business Adviser/Coach – Peer to Peer Programme

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Degree and/or relevant qualifications and or experience in a relevant sector	Evidence of Continuous Professional Development	Application
Experience and knowledge	<p>Experience of working in a commercial environment in a sales, account management or business development capacity.</p> <p>Demonstrable experience of working to promote business growth and/or personal development.</p> <p>Experience of working with business owners at a strategic level.</p> <p>Experience of analysing business performance and identifying solutions to enhance business performance.</p> <p>Account management – working with a diverse' range and large portfolio of clients and managing the performance of third party providers.</p> <p>Experience of working in and developing partnerships that effectively stimulate demand for products and services.</p>	<p>Knowledge of the Tees Valley economy including economic drivers, opportunities and threats.</p> <p>Knowledge of the broad range of business support initiatives.</p> <p>Ability to demonstrate existing Tees Valley networks plus a detailed knowledge of the Tees Valley</p> <p>Knowledge of leadership and management initiatives and approaches. And an understanding of mentoring, coaching and peer to peer learning particularly to support entrepreneurs, leaders and executives.</p> <p>Knowledge of what motivates business people and what drives business growth.</p>	Application and Interview

	<p>Knowledge of common barriers to business growth and improvement, and the change management techniques which can help overcome these.</p> <p>Knowledge of identifying characteristics of businesses with Scaleup potential.</p> <p>An understanding of the issues and barriers of engaging in business support faced by small businesses.</p>		
Skills	<p>Ability to prepare and present well both in writing and visually</p> <p>Ability to work sensitively with a range of key stakeholders, internally and externally</p> <p>Ability to influence key players at local, regional and national level</p> <p>Competent used of CRM systems, Excel, Word, PowerPoint, e-mail and ability to readily learn to use new ICT packages</p>	Full U.K. driving licence and ability to fulfil transport requirements of post	Application and Interview
Personal Attributes	<p>Highly motivated, enthusiastic and focussed</p> <p>Resilient and highly organised with experience of competing deadlines/priorities and multi-tasking</p> <p>Strong team working</p> <p>Strong communication skills</p> <p>Strong Self-motivation</p> <p>Can-do Attitude</p> <p>Ability to adapt personal style to deal with a range of clients</p>		Interview