

WINNING *Pitch*

Winning Pitch Job Description

Business Advisor Team
Line Manager
(April 2022)

Winning Pitch
Head Office:
2nd Floor
Lowry Mill
Lees Street
Swinton
M27 6DB

Tel 0161 952 4350

Job Title:	Business Advisor Team Line Manager
Responsible to:	Head of Performance & Contract Delivery
Overview:	<p>Winning Pitch is delivering Boost 4, a large, exciting repeat contract where we are seeking a refreshed and personalised approach.</p> <p>We are looking for an organised individual to lead a team of Business Advisors who are working with small businesses, individuals & entrepreneurs.</p> <p>The Boost 4 contract helps business leaders & entrepreneurs to start, grow and stabilise their business as conditions and markets recover. Overall we are seeking to deliver a significant contribution to the competitiveness of Lancashire businesses, through advising a number of those with the best potential to grow through their innovative ideas.</p> <p>Boost is Lancashire's Business Growth Hub the support is delivered by Winning Pitch.</p> <ul style="list-style-type: none"> • The Business Advisor Team Leader will perform according to the Job Description and be subject to targets associated with this role. • In addition, they will:- <ul style="list-style-type: none"> ○ lead, monitor and performance manage a direct team of 7 to complete the profiled contract deliverables on time and to quality. ○ Work with the support teams to ensure efficient and timely processing and reporting of paperwork/ evidence. ○ Be the main relationship contact for Lancashire County Council on all matters associated with contract deliverables and SME considerations.
Key Advisor responsibilities:	<ul style="list-style-type: none"> • Identify innovative businesses with the best growth potential • Engage with SMEs through diagnostics, webinars, workshops to help SME's to - • position for future growth addressing challenges/opportunities. • coach/mentor them in developing their own long-term growth plans • analyse and understand the opportunities and potential for growth. • prioritise issues and identify potential courses of action. • select business support services that meet the agreed needs
Additional responsibilities:	<ul style="list-style-type: none"> • Based on KPIs, they will be responsible for; <ul style="list-style-type: none"> ○ Regular pipeline review, forecasting & reports ○ Documenting performance of team and KPI review meetings ○ Monitoring individual productivity, performance and any subsequent recovery action plans ○ Planning required events/activities with programme team to delivery profile. ○ Training and development of existing and new team members as required
Candidate Profile:	<p>The ideal candidate will have the following key skills and qualities:</p> <p>Essential Skills</p> <ul style="list-style-type: none"> • Strong organisational, planning and communication skills • Good financial, analytical, reasoning and decision-making

	<ul style="list-style-type: none"> ● Able to recognise business start-up and growth opportunities across a range of business sectors. ● Ability to assess business plans, financial accounts and ancillary information ● Able to express ideas clearly, both verbally, face-to-face, by telephone, and in written communications and actively listen to others logically and accurately. ● Able to express ideas clearly, both verbally, face-to-face, by telephone, and in written communications and actively listen to others logically and accurately. ● Delivery & presentation skills ● Excellent social skills ● Effective networker ● <p>Essential Qualities</p> <ul style="list-style-type: none"> ● Willingness to learn ● Team player ● Flexibility and openness ● Positive outlook ● Drive and determination ● Effective in identifying problems, seeking pertinent data and recognising important information to solve complex problems and deal with new issues. ● Actively influences events, rather than passively accepts them, sees opportunities and acts on them and originates action.
<p>Conditions & Remuneration:</p>	<p>Salary & Benefits: Competitive salary & benefits package Hours – 37.5 hours per week Location – Lancashire based Holidays – 28 days per annum (incl bank holidays)</p>

WINNING Pitch

Why work at Winning Pitch?

Good work should be rewarded. Therefore it is important to us that working at Winning Pitch will give you the opportunity to work with some of the best in the business, in an environment where a culture of knowledge sharing and a passion for excellence sits at the heart of everything we do.

Culture - We value everyone's experiences, no matter who you are. By enabling everyone within Winning Pitch, to work flexibly, learn, grow, and develop we care better for our customers and the work we do for them – in every customer interaction, business decision, in each and every service or programme we deliver.

Flexibility - Whether in the office or working at home, it is possible to achieve a balance between work and private life. Winning Pitch offers a variety of working time models which gives the freedom to organise your work and family life better during certain phases in life. Job sharing and reduced hours fit well within our flexible working policies.

It has quickly become apparent to us that employees can be just as productive, in many cases more so, when working remotely, less stress more flexibility, lack of commute and certainly cost saving benefits to those of our staff who continue to work at home. We are happy to conduct full at home assessments for staff and home working expenses assistance alongside the provision of all equipment needed.

Health Benefits - We want our employees to keep healthy so we offer a range of family friendly benefits, childcare, mental health support and GP24 services all contribute to a healthy workplace and team.

Training, Development & Career Progression - The more successful our employees are, the more successful is our company. We offer an in-house range of training second to none, with high quality on the job knowledge sharing and great development opportunities for employees and managerial staff. Those who wish to continue with external studies alongside their job can also be supported by Winning Pitch, we want all our staff to exploit their personal potential, learn new things and further develop their skills, that is why we are happy to support you in your development and lifelong learning.

In January 2021 Winning Pitch became part of the Newable Group, every year Newable helps over 43,000 businesses to thrive, being part of a group this size gives great career progression options to staff, when it's time to look for further development opportunities.

Environmental Impact - Winning Pitch is committed to a positive environmental impact and making environmentally sound choices, with less travelling, printing and air conditioning used we are certainly reducing our carbon footprint.



We've made our mark.





Employment Acts and Codes of Practice:

All Winning Pitch employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

Winning Pitch is an equal opportunities employer and will do all it can to ensure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow the Winning Pitch Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with Winning Pitch and others in meeting statutory requirements.

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding Children and Vulnerable Adults

All Winning Pitch employees are required to act in such a way that at all times safeguards the health and well being of any young people and/or vulnerable adults. Familiarisation with and adherence to Winning Pitch Safeguarding policies is an essential requirement of all employees and temporary workers, as is participation in related mandatory training and safeguarding supervision when required for certain job roles.

Data Protection Act

All employees are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies

All employees are required to comply with the rules, regulations and policies of the company

Performance Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed Development Review meetings as organised by the line manager.

Training

Postholders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities or attendance for work as an employee of Winning Pitch. In accordance with the Working Time Directive, it is a condition of employment that all employees must inform their line manager before taking up any private work for outside agencies or other employers, and / or voluntary work. This is to ensure there is no conflict of interest with Winning Pitch duties or breach of the Directive.

Review of Job Description

This document is not intended to be a definitive description of the duties of the post. Due to Winning Pitch's commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.