



Scottish Government
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Business development officer – part time (22 hours per week)

Job description

Background:

South Seeds' core focus since inception has been the delivery of low carbon projects that support the local community. South Seeds has been trading for a number of years and would now like to focus effort developing the products and services it provides to become a more self-sustaining organisation.

South Seeds sells a diverse range of low value products and services which include: energy saving handyman installs, compost bins, workshops on South Seeds specialist topics, backcourt grass cutting and installs of bike storage. South Seeds is about to pilot a tool bank through a different project. There is scope for the work our waste officer will be doing to get a tool bank off the ground, to link to this work of boosting social enterprise activity.

South Seeds' social enterprise activity increased when it moved to a corner unit on Victoria Road which is a busy thoroughfare on the southside of Glasgow. We would now like to devote resource to marketing our social enterprise activity.

This piece of work will complete on 31 March 2019 and will give South Seeds the information it requires to increase its social enterprise activity and revenue. We expect the work will take account of the South Seeds location, what it is currently selling, what it could be selling and produce a fully costed business plan. South Seeds have money to invest in this plan.

The area South Seeds' funded project work covers includes the diverse neighbourhoods of Govanhill, Crosshill, Queen's Park, Strathbungo, Pollokshields East and Mount Florida. Although there is no boundary to the area South Seeds could trade within, it would like to sell services to the residents in the area it operates, and support them to improve their lives.

Reporting to:

General manager and ultimately to the South Seeds Board of Trustees

Funded by:

Scottish Government's Strengthening Communities Fund

Scope of the job:

This is a piece of work which will be concluded by March 2019, therefore we need someone who is confident they can produce a fully costed business plan for South Seeds through delivering a work programme similar to the one below.

1. Business development officer joins the South Seeds trading team, who sell products, book jobs, promote 'pay for' services and process payments. Initially the officer will learn from the team, however by June it is hoped that the business development officer will have taken over the main trading tasks.
2. Business development officer contacts previous customers for feedback
3. Business development officer conducts consultations on possible South Seeds services in local neighbourhoods and builds up a profile of potential customers.
4. The business development officer will work collaboratively with the waste officer where there is overlap between marketing and booking of South Seeds services and the tool library, which the waste officer will be piloting.
5. Business development officer produces a fully costed business plan for current and new product list and services and a marketing strategy for South Seeds which have been presented to and approved by the board of Trustees.
6. Working collaboratively with the South Seeds team, the business development officer implements new business plan and streamlines trading systems (e.g. booking jobs, deployment of sessional workers and tracking of payments).
7. Where relevant the business development officer will sell products, book jobs and promote 'pay for' services at South Seeds.
8. Business development officer will recommend the number and range of sessional workers required to deliver services.
9. Business development officer will collect feedback on marketing, products and brand from customers.
10. After fully experiencing trading at South Seeds and testing new marketing techniques, the business development officer will present findings to South Seeds trading team on how South Seeds' could develop further as a social enterprise.
11. In March the business development officer will report on turnover from social enterprise activity and the cost of delivering such activity.

Person specification

South Seeds is looking for a confident individual who can demonstrate a track record of supporting business activity growth.

- The post holder will have to conduct consultations with residents and gather feedback from customers. South Seeds are looking for someone with a friendly manner, an understanding of how to successfully extract useful information from people and represent a trusted brand.
- South Seeds' work is based around Glasgow's southside. South Seeds would prefer someone who is familiar with the neighbourhoods in the postcodes of G41 and G42. However experience from other urban settings may also be relevant.
- There is no point having a marketing strategy unless it works. South Seeds need someone who can demonstrate success and write a plan which promotes action.
- South Seeds are looking for someone with a commitment to the principles of sustainable development. All staff at South Seeds have a good understanding of how people could lead more sustainable lives as well as how the area could be more sustainable in the future.

- All staff and sessional workers at South Seeds require basic disclosure from Disclosure Scotland.
- South Seeds is a small team and so we need a team player who will fit in.

Details of the post

Full time hours are 37 per week. Your salary will be £24,000 per annum pro rata. You will work 22 hours a week over at least three days. South Seeds offer an employer's contribution to a personal pension scheme, of 5% of annual salary. You will be entitled to 34 days holiday per year (pro rata), this includes bank holidays. South Seeds encourages flexible working, and in return expects an ability to work occasional evening and weekend hours.

The contract will run until 31st March 2019 and may be extended if further funding is secured or the position becomes self-sustaining. Your place of work will be the South Seeds office, on Victoria Road (Glasgow). South Seeds' preference is that work is completed at a fixed time each week by agreement in advance.

How to apply

Please complete the South Seeds application form available on our website and send it to lucy@southseeds.org by noon on Friday 18 May 2018. We prefer to receive applications in an electronic format, so we can be assured you know how to use email effectively and the applications can be scored by the interview panel electronically. Please note that the interview panel will only shortlist applications on the information contained within the application form.

Interviews are planned for Thursday 24 May 2018, and we will endeavour to inform those selected for interview by 6pm on Tuesday 22 May.

If you would like to speak to someone about this post, please call the South Seeds' general manager, Lucy Gillie, on 07790119021 (available anytime, including evenings and weekends).

**South Seeds, 514 Victoria Road, Glasgow, G42 8BG.
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