



Job Description

Job Title: Freelance Business Advisor
Reporting to: Lead Business Advisor
Pay: Competitive

Application

How to apply: Email a full CV and a cover letter to hello@virginstartup.org

Background and Job Purpose

Do you enjoy helping budding entrepreneurs to succeed by passing on your own business expertise and knowledge of the start-up business? Do you value the flexibility of organising your own work hours and workload to suit your own life style? Do you like the idea of being rewarded based on the results of your work? Do you want the opportunity to earn some extra money on top of your day job? Are you thinking about make changes to your career but haven't yet decided what to do? If the answer to these questions is yes, then read on - you may have found the perfect opportunity with Virgin Start Up!

Virgin Start Up Limited (VSU) is a not-for-profit company wholly owned by Virgin Management Limited. We are established to deliver a high quality, coordinated and impactful national programme of support for entrepreneurs looking to start their own business.

We are looking for a number of highly experienced business professionals with strong understanding of the challenges facing early stage start up business to help us provide advice and guidance to loan applicants through their journey from business planning to loan application on a one-to-one basis and/or via workshops. The applicant must have a passion for supporting entrepreneurs to realise their full potential and possess the range of skills and experiences described below.

Key Responsibilities will include, but may not be limited, to the following:

Key elements to the role

- Conduct initial personal assessment and viability of the business idea, determine what support is needed, agree action plans and provide feedback;
- Review clients' business plan and assist them to further develop and improve their business plans and cash flow forecasts until they are "loan ready";
- Deliver workshops directly to applicants as/when required;
- Produce detailed loan application appraisal before submitting the applications to the Loan Panel for funding decision;
- Maintain all quality procedures relating to client files and records in line with VSU requirements;
- Ensure work, at all times, conforms to the procedures and standards set out in VSU's operations manual;

- Motivate clients and manage caseload effectively to ensure clients are processed within a reasonable timescale (typically between 4-8 weeks).

Knowledge and experience

- Direct experience in assessing business plans and start-up financials;
- Proven understanding of commercial business gained through either SME management or experience of running own business;
- Extensive knowledge of key business aspects that affect the success of start-ups;
- Well-developed analytical skills including the ability to assimilate complex information, identify and prioritise key issues and assist the client to identify practical solutions;
- Sound understanding of management accounts and their impact on business;
- Well-developed training, coaching, mentoring and motivational skills;
- Strong interpersonal and negotiation skills;
- Strong project management and client portfolio management skills;
- Strong IT skills, proficient in Microsoft Office especially in excel.

Competencies and behaviours

- Excellent planning, organisational and communication skills, both written and verbal;
- Ability to operate in a dynamic working environment, handling multiple tasks and deadlines;
- Accustomed to delivering excellent results against targets and meeting deadlines;
- Self-motivated and strong team player;
- Ability to prioritise and manage a high caseload of work;
- Flexible, adaptable, resourceful and resilient.