

Social Enterprise & Investment Consultant

Candidate Pack

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Introduction from our Managing Director

Thank you for your interest in applying for this new and exciting role with Pulse.

Pulse is one of the UK's leading consultancies specialising in providing support to the third sector and communities.

We provide a broad range of services and support, from working with small groups and in communities, through to larger contracts with social enterprises and charities, and working on behalf of public sector bodies to support commissioning with third sector providers and in building capacity and sustainability.

An opportunity now exists to work with the Pulse team in delivering our **Consultancy Services** and **Funded Programmes** support work. This includes working with Voluntary, Community and Social Enterprise (VCSE) sector organisations to help them develop, grow their services, and to increase their social impact. In particular, we assist in securing social investment, working through grant funded support, and in helping to deliver commissioned services. Examples of our support include developing new areas of social enterprise activity, assisting with market research, developing business plans, helping to develop boards and leadership, and helping with social impact.

This is an important and exciting role for Pulse and we are looking for an experienced addition to our team who is passionate about supporting the development of third sector organisations, has an enterprising edge and who is able to make things happen.

The role will especially suit someone who has past experience of delivering support to/working within the VCSE, or, who has some past consultancy experience.

This is a fantastic opportunity for someone who wishes to make a real difference to people's lives through third sector development, and who is excited by the prospect of joining a vibrant, forward looking and enterprising professional consultancy team. If that sounds like you, then we'd be very pleased to hear from you.

Chris Hart
Managing Director, Pulse Regeneration Ltd

About Pulse Regeneration

Pulse was formed in 2001 and has been providing specialist consultancy support services to the third sector and communities for over 17 years.

Our vision is to ***'improve people's quality of life through the development of sustainable Voluntary, Community and Social Enterprise (VCSE) sector organisations and communities'***.

Most of our services are delivered either directly to third sector organisations or on behalf of those with an interest in supporting third sector organisations to grow, develop and become sustainable.

Our services divide into three broad areas; traditional third sector consultancy services; support we are able to provide through grant funded programmes, and third sector/ VCSE infrastructure support services on behalf of public bodies. These are summarised further below:

- **Consultancy Services** – Including business planning, strategic planning, project development, community research, feasibility studies, community asset transfer, social enterprise development, tender support, investment readiness support, governance advice, training courses, workshops, evaluation, impact measurement and impact management.
- **Funded Programmes** – This includes our approved provider and preferred partners status for programmes such as Social Investment Business, Big Potential Fund, the new Impact Management Programme, and Lloyds Foundation Enhance Programme Fund. These funds enable Pulse to work in partnership with VCSE organisations to develop and grow their services, and increase their impact.
- **Third Sector Infrastructure Support** – These tend to be longer term arrangements with local authorities and other public sector bodies. Support includes capacity building, help securing funding, strategic engagement, grants management, commissioning support, and volunteer coordination.

Pulse has also developed a range of resources aimed at supporting the third sector, for example our Social Enterprise Challenge Programme, Social Value Toolkit, Building Blocks, VCS Good Practice Guide, Trafford Quality Mark (TQM), and VCSE Commissioning Skills workshops.

Our clients are broad ranging, from small community groups, through to larger national charities like Age UK and Victim Support; and public sector bodies, including Councils such as Trafford Council delivering their VCSE infrastructure services and Greater Manchester Combined Authority acting as Strategic Commissioning Partner for Victim Services, as well as key Government departments, such as Ministry of Justice who we have delivered a national training programme for across the UK.

Job Description

Post Title:	Social Enterprise & Investment Consultant
Duration:	Full Time/ Permanent
Salary Range:	Negotiable/ subject to experience. Includes pension entitlement.
Location:	Liverpool and Greater Manchester
Reporting to:	Managing Director

Main Purpose of Post

To provide support, advice and assistance to VCSE sector organisations, helping to develop and grow their services and increase their impact.

Main Duties

1. To undertake consultancy work on behalf of clients, including VCSE organisations and public sector partners;
2. To work alongside the senior consultant team in supporting the development of VCSE organisations, including assisting with business development and financial planning work;
3. To undertake market research including desk based assignments, surveys, and consultation exercises;
4. To help develop contract and investment readiness in VCSE sector organisations;
5. To assist and provide support in collecting data and information to help VCSE sector organisations identify, measure and manage their social impact;
6. To assist in writing applications for grants and in writing tender bids;
7. To review and analyse reports and other research and develop recommendations to clients;
8. To develop plans and programs for change implementation;
9. To effectively manage a portfolio of casework with competing demands and produce regular reports and recommendations;
10. To actively promote Pulse Regeneration including seeking new business opportunities;
11. To contribute to updating the organisation's websites, e-bulletins, social media, newsletters and other publications to promote best practice;
12. To take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. Pulse Regeneration Ltd reserves the right to require employees to perform other duties from time to time.

Pulse Regeneration Ltd also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation's business. There is a requirement to attend occasional evening meetings/ unsociable hours as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Experience of delivering support to and/ or working within VCSE organisations, or, past consultancy experience;
- Good understanding of current policies, changes to the commissioning environment, and issues facing the third sector in developing financial sustainability and quality;
- Experience/ knowledge of undertaking research and consultation
- Experience/ knowledge of developing business plans and financial projections
- Able to build and sustain positive relationships with key stakeholders;
- Experience of networking and representing organisations at a range of levels;
- Willingness to learn; work as part of a team and to help others;
- Excellent interpersonal, oral, written, numeracy and ICT skills;
- Efficient, self-motivated, and proactive, with good organisational and presentation skills;
- A personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.
- A commitment to equality and diversity;
- Ability to travel by own means between sites.

Desirable requirements:

- A formal qualification in a relevant field;
- Experience of business development;
- Experience of project development/ management;
- Knowledge of the social investment marketplace;
- Knowledge of public sector commissioning and contracting;
- Knowledge of social impact measurement/ management;
- Valid driving licence and access to a car.

How to Apply

To apply, candidates need to complete the Application Form which is available on our website or by request by emailing to enquiries@pulseregeneration.co.uk

Please email your completed application to enquiries@pulseregeneration.co.uk

Recruitment Process and Key Dates

The closing date for applications is 5:30pm on Friday 6th October 2017.

Shortlisted candidates will be invited to attend an interview.

Please let us know if you have any access requirements so that we can make any appropriate adjustments.

Further Information

For specific enquiries please email enquiries@pulseregeneration.co.uk in the first instance.