# **Job Description**

**Help to Grow: Management - Business Mentor**

## Derby Business School is working with a consortium of the Chartered Association of Business Schools (CABS) and a consortium of Small Business Charter Accredited Business Schools to deliver the government’s new Help to Grow: Management programme.

## The programme will support senior leaders of small and medium size businesses across the UK to boost their business performance, resilience and long term growth.

The 12 week programme is 90% funded by the Government and has been designed to allow participants to complete it alongside full-time work.

The practical curriculum is designed to build capabilities in leadership, innovation, digital adoption, employee engagement, marketing, responsible business and financial management. By the end of the programme participants will have developed a business growth plan to help them to scale their business.

The programme features:

* Eight facilitated on-line 2 hour sessions
* Four practical and interactive case study workshops (each of 4 hour duration)
* Ten hours of one-to-one support from a mentor, who provides personalised support to develop the business growth plan
* Peer networking, including peer group calls that provide the opportunity to share experiences with a small group of other small business leaders
* Access to an Alumni Programme featuring events with inspirational speakers, business clinics and networking events

We are looking to build a pool of experienced and entrepreneurial business leaders to act as Business Mentors to support the programme.

## You will work in partnership with the Programme Leader and delivery team to ensure that the business leaders gain maximum benefit from the programme through applying the learning to their businesses and developing a business growth plan that is realistic and deliverable.

**Mentor Specification**

Mentors will:

* Have an **in-depth understanding of the barriers** the SME is facing to achieve their growth potential;
* Build trust and help participants **improve their leadership skills and drive change within their business**;
* Guide the participant to **realise their growth potential** by exploring all the avenues open to them; and
* Help participants to **develop a robust, actionable growth plan** and provide advice on implementation.

**Required Mentor Attributes**

See attached Person Specification

**Commitment**

* This is a flexible contract on both sides
* You will be recruited as part of a pool of mentors from which we will match mentors to participants based on sector knowledge, skills etc. Therefore there is no guarantee of being allocated a minimum number of participants to mentor per cohort.
* You will need to commit to deliver all 10 mentoring hours for each allocated participant
* However you have flexibility to decide the maximum amount of time/number of participants you would be willing to commit to support each future cohort
* A timesheet will need to be completed to evidence all hours worked before invoicing

**Benefits**

* Mentors will be paid a fixed rate of £100 per hour for up to 10 hours mentoring completed per participant plus up to 4 hours training and preparation time.
* Opportunity to develop your own network and engage in a UK wide community of SME business leaders
* Access to University of Derby resources and facilities