

Business Adviser

Portobello Business Centre

Location: North Kensington, London

Salary: £38k-£46k FTE (dependent on experience)

Reports To: Head of Business Advisers

About Us

Portobello Business Centre (PBC) is a small but ambitious not-for-profit social enterprise dedicated to empowering individuals to start and grow businesses, helping them thrive from inception to success. Committed to fostering economic inclusivity and innovation, PBC provides vital resources, support and expertise to budding and existing entrepreneurs. Since our establishment in the vibrant 1990s, we have been a cornerstone for thousands of clients across a multitude of sectors. In fact, our early support has been crucial for household names like Innocent Drinks, Charlie Bigham's and Karen Millen.

We are seeking an experienced Business Adviser to support the journeys of pre-start, small and medium-sized businesses. Working under the guidance of our Head of Business Advisers, you will provide expert advice, mentorship and support, transforming aspirations into thriving ventures.

Key Responsibilities

- **Mentorship & Advising:** Deliver high-quality, bespoke, and confidential support to individuals starting and growing their businesses, both face-to-face and virtually. Develop business plans, strategies and operational guidelines while signposting resources for growth.
- **Programme Support:** Collaborate with the senior team to roll out business support programmes, gathering feedback to enhance delivery and quality.
- **Resource Development:** Assist in creating and updating tools and materials in the business support portfolio. Facilitate workshops, webinars and conferences.
- **Collaboration & Networking:** Stay updated on industry trends and connect business owners with stakeholders such as clients and potential partners.
- **Reporting & Analysis:** Document and report progress using PBC's CRM system, ensuring transparency and impact measurement.

- **Development:** Undergo training to enhance the organisation's reputation as a leading provider of business support.

Essential Skills and Knowledge

- Minimum of three years' experience providing one-to-one business advice to pre-start and SME businesses.
- Proven ability to deliver independent, high-quality and confidential business support.
- Expertise in business planning, financial management, marketing and sales.
- Strong networking capabilities to foster partnerships with clients and potential partners.
- Proficiency with digital tools such as Microsoft 365, Teams and Zoom.
- Familiarity with CRMs for data management and reporting.

Desired Skills

- Experience with government business support programme audits.
- Team management or leadership experience.
- An entrepreneurial background to relate to the start-up mindset.

Why This Role?

Join us in empowering entrepreneurs and fostering business innovation. Be part of a collaborative team that supports diverse business ventures, contributing to economic growth and inclusivity.

Applicants must have the right to work in the UK indefinitely.

To apply, submit a maximum 2-page CV and a 1-page cover letter outlining your suitability for the role.