



## **Business Adviser, Impact Hub Inverness Initial Fixed Term Contract of One Year)**

### **Job Description and Person Specification**

#### **About us:**

Impact Hub Inverness, which is the trading name of HISEZ CIC, supports the start-up and growth of social enterprises and SMEs in the Highlands and Islands. HISEZ CIC was established at the end of 2003 and since then has delivered business support services for the third sector, under contracts for the Scottish Government (including the current [Just Enterprise](#) business support programme) and others. As part of the global Impact Hub network, we also provide co-working space and a suite of services designed to foster economic growth, sustainability and social impact within communities.

**What we are looking for:** An enthusiastic business adviser to initially cover a period of maternity leave, with a view to a future extension of employment contract as we continue to grow the services we offer.

**Hours and Location:** Full-time, 35 hours a week (though part-time/job share will be considered), based in our Castle Street office. Some travel will also be required, mainly in the Highlands and Islands.

**Salary and benefits:** £34,964.20 pa. plus 8% employer pension contribution, 25 days annual leave, plus 10 public holidays a year

**Duration:** This is an initial fixed term post of one year to cover maternity leave

**Responsible to:** CEO

#### **Purpose of the role:**

- To provide competent, informed and relevant business advice to social enterprises and other third-sector organisations.
- To maintain a thorough understanding of the operating environment and its likely impacts, positive or negative, on the sector.
- To contribute to the running of the coworking space in Castle Street.

## Key tasks

- Deliver business support services as a business adviser for the Just Enterprise contract. This is often done jointly with a colleague.
- Contribute to the development and delivery of workshops for the Just Enterprise contract and other clients.
- Contribute to the delivery of other contract work, e.g. community consultation, options appraisals, feasibility studies and business plans.
- Provide 1-2-1 business advice to third sector and community organisations, often remotely but sometimes in person, involving travel.
- Represent the company at events on an occasional basis to promote the Just Enterprise contract and the other services we deliver.
- Provide support in the office for hosting of the space when needed – eg helping to set up meeting rooms, responding to the public and members' enquiries.

## Person specification

- Business experience, ideally in the social enterprise sector
- A strong understanding of how community and social enterprises operate
- Good understanding of business planning and business processes
- Strong numerical skills
- Team player but also able to work alone
- Good communication skills – written and oral
- IT competent, especially Word, Excel, PowerPoint etc.
- Educated to higher or further education level (business degree *not* essential)
- Full UK driver's licence

## Recruitment Timetable

Closing date and time for applications	25 July 2025
Shortlisting completed by	30 July 2025
Interview date	Week commencing 4 August

**If you are interested in applying, please forward a CV and covering letter to [inverness@impacthub.net](mailto:inverness@impacthub.net)**

**Your covering letter should demonstrate, through actual examples, how you meet the requirements for this position.** If you would like to speak with someone about the position before applying, please email [inverness@impacthub.net](mailto:inverness@impacthub.net) to arrange a time.

**Candidates will be interviewed in person at our offices in Castle Street, Inverness in the week beginning 4 August 2025.**