# Context statement

Job title: Project Officer Dorset Business Mentors

Directorate/Service/Team: **Place Directorate / Growth & Economic Regeneration / Dorset Business Mentors**

## Organisation structure

Reporting to: Programme Manager for Dorset Business Mentors

Responsibility for: Project support and delivery of the Dorset Business Mentors programme

The Growth & Economic Regeneration Service supports Dorset Council’s strategic priorities of:

* Grow our economy
* Communities for all

## Context of work

This is a part-time (22.2hrs) fixed-term contract until 31st March 2027, funded by the Shared Prosperity Fund, based at County Hall. Dorset Council provides a range of flexible working options, including hybrid working and working from home.

This is a rare opportunity to join an organisation that has been providing a successful mentoring service to the small businesses of Dorset for 20 years.

Dorset Business Mentors (DBM) is a local authority-sponsored programme, spanning the public and private sectors. Its activities are managed by Dorset Council staff, who pair experienced volunteer business professionals with local growing businesses to support and stimulate the business community. Mentoring support is provided to around 150 businesses each year, by over 100 volunteer business mentors. Since the programme started in 2005 it has supported 2500 businesses across Dorset. Dorset Business Mentors are now looking for an individual with strong business and personal skills to join as a Senior Business Support officer. It is a great opportunity to join a highly regarded volunteer mentor programme.

**Responsibilities include:**

* **Financial Administration:** Assist with budget management, invoicing, and financial record-keeping.
* **Data Management:** Maintain and update the customer relationship management system, ensuring data accuracy and confidentiality.
* **Content Creation:** Develop content for the programme’s website, newsletters, and social media.\*business-focused audience, not schools as stated in the job description.
* **Communication:** Act as a point of contact for businesses and mentors, coordinating meetings, signposting support and fostering relationships.
* **Event Assistance:** Help plan and organise events, including logistics and promotion.
* **Reporting:** Compile and present reports on financials, data management, content activities, communications, and events.
* **Secretariat Support**: Provide secretariat support to the DBM management board.

This overview illustrates the nature of the work, focusing on providing essential support to the Dorset Business Mentors Programme. A successful candidate is expected to be competent in IT, have strong attention to detail, enjoy solving problems, be a creative thinker, and work collaboratively with the Programme Manager.

While some work can be home or office-based, attendance at networking meetings, client and mentor sessions etc. is required. Some of these meetings may be early morning or evening sessions.

**Personal specification**

Applicants will be shortlisted on the basis of demonstrating that they fulfil the essential criteria the following criteria will be accepted if the applicant does not have a degree qualification.

* applicants who hold a BTEC Higher National Certificate (HND or HNC) or acceptable equivalent alternatives or comparable sound specialist knowledge and relevant experience

## Travel requirement

This position has a significant travel requirement. This means there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties.

## Other information

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

We welcome informal enquiries regarding this opportunity via Holly Lagden 01305 221268 holly.lagden@dorsetcouncil.gov.uk

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| **Context statement prepared by:** | | | |
| Manager | Holly Lagden | Date | 20/06/25 |