



European Union

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Development Fund



LWARB
London Waste and Recycling Board

Senior Business Advisor - Circular Economy
London Waste and Recycling Board

Title of post:	Senior Business Advisor - Circular Economy
Reports to:	Business Advice Manager
Key Contacts:	SMEs within London. Other business support service providers
Job Grade:	Grade 8; £51,786 - £57,160
Pension:	Voluntary employee's contribution matched by employer up to 3% of salary
Period:	Fixed term – 2 year contract (depending on the starting date)
Hours	Full Time – 37 hours a week
Annual Leave	30 days
Location	The officer will be based at the LWARBs Offices at 169 Union Street, London, SE1. Travel to events and meetings with SMEs across London will be required on a regular basis.



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Main purpose of job:

To deliver high quality circular economy focused business support and advice to SMEs within London to help them scale-up existing circular economy operations or transition to more circular business operating models. Business support activities are likely to include Business driver analysis, market mapping and analysis, options appraisals, development of revised business cases, scenario modelling and facilitating access to finance.

The Senior Business Advisor – Circular Economy will support the Business Advice Manager in the development of the engagement strategy and undertake activities to promote the service such as strategic networking, speaking events and building relationships with key partners. Knowledge of the circular economy is essential as they will be required to support the team in refining their circular economy business model awareness. They will develop and deliver the support plans for each SME defining the interventions required to help support their business needs with the view to generating more efficient operations, innovation and employment opportunities. The project is ERDF funded so experience in delivering ERDF projects is desirable but not essential.

Main accountabilities:

- Define sector specific strategies for identifying and engaging SMEs to join the programme
- Manage an increasing portfolio of business accounts
- Conduct diagnostics and produce SME support plans for allocated SMEs
- Fulfilment of high quality business support as per agreed support plans
- Responsibility for delivery of programme outcomes
- Development of circular economy workshop content
- Delivering workshops and events
- Delivery of the engagement and marketing strategy
- Liaison with external consultancy support
- Mentoring of SME participants
- Strategic networking
 - with CE 100 companies to promote supply chain initiative
 - with existing SME business support agencies in London
 - with key stakeholders in the circular economy
- Provide advice and support to other members of the team on general circular economy thinking and the development of circular economy support tools

Other Duties



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- To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job;
- Carry out all tasks and allocated work within agreed timescales and budgets;

Knowledge, skills and experience	Essential	Desirable
1. Good understanding of the concepts and application of Circular Economy principles	X	
2. Experience of delivering consultancy or advisory support to SMEs (incl. developing advisory tools)	X	
3. Good contacts with circular economy networks	X	
4. Ability to manage multiple concurrent projects under tight deadlines	X	
5. Good working knowledge of existing circular economy businesses, both SME and large companies, and an understanding of the benefits and challenges of transition	X	
6. Experience in business development and in presenting the circular economy to a non-engaged audience	X	
7. Ability to disseminate experience and ideas and mentor other members of the team about circular economy principles and practical application of circular economy business models to SMEs.	X	
8. Excellent communication skills including formal presentations and workshop delivery and report writing.	X	
9. Excellent networking skills	X	
10. Experience operating ERDF funding programmes		X