

Job Title: Enterprise Hub Coordinator	Location: M-SParc, Gaerwen	Salary Band: SO
Reports To: Operations Manager	Responsible for: Enterprise Hub Support Officer	Salary Range: £30,746
Purpose of the Role: Manage the NWW Enterprise Hub and associated Support Officer.		
Responsibilities	Skills / Experience	
<p>Project Management: Take day to day responsibility for the NWW Enterprise Hub project, monitoring value for money and ensuring that scheme is delivered on time, to a high quality and handovers are achieved with all the required information supplied to clients, stakeholders and funders.</p> <p>Staff management: Ensure that the Support Officer is adequately directed in their day to day work activities, along with management of external contractors associated with the hub.</p> <p>Project compliance and monitoring: Work with the project team to ensure the project is delivered in accordance with processes and procedures, prepare and present reports to senior management and funders, as well as deliver against pre-determined objectives. The Coordinator will have the support of the Operations Manager and the project delivery group which includes experienced staff within both Menter Môn and M-SParc teams.</p> <p>Business Support and Workshops: Provide general business support, information and basic advice to Enterprise Hub clients, pre-start, new or existing businesses. Undertake a full diagnostic and complete all relevant paperwork in relation to the client journey to include Action Plans, Reviews and basic Business Planning. Refer Hub clients to Business Wales and other business support providers and stakeholders. Assist the Hub Support Officer with arranging workshops for Hub clients across NWW.</p> <p>Representing the company: Adopt a proactive approach in developing external stakeholder relationships in order to promote the NWW Enterprise Hub, create a comprehensive referral network and develop its reputation locally and nationally.</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of project management • Experience of compliance within European Funded or Welsh Government Programmes • Experience in managing budgets and reporting to funders • Experience of Business Modelling and Planning • Experience of dealing with the Public, businesses and a variety of different stakeholders • Knowledge of regional and national organisations involved in the delivery of Business Support Services E.g. Business Wales • Excellent Interpersonal Skills with the ability to deal with external agencies, clients and colleagues at all levels • Knowledge of a range of IT software, social media and other digital tech <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of Innovation • Working knowledge of various groups, establishments and networks involved in entrepreneurial support activity in the region. 	
	Qualifications	
	<p>Essential:</p> <ul style="list-style-type: none"> • Management qualification • OR • Project management qualification • SFEDI or equivalent qualification • Level 4 NVQ Business 	<p>Desirable:</p> <ul style="list-style-type: none"> • Educated up to degree level • Experience of running a business
Characteristics	Other	
<p>These describe the characteristics we expect in an individual in this role.</p> <ul style="list-style-type: none"> • Team Player • Ability to make own decisions and use own initiative • Personable • Committed and self-motivated 	<p>A full UK Driving License and access to own car</p>	<p>Yes</p>
	<p>The ability to communicate in Welsh and English</p>	<p>Yes (Level 5 on the language skills guidelines)</p>
	<p>A willingness to travel</p>	<p>Yes</p>
	<p>A willingness to work outside normal working hours</p>	<p>Yes – at either M-SParc or satellite sites</p>

Teitl y Swydd: Cydlynnydd Hwb Mentergarwch	Lleoliad: M-SParc, Gaerwen	Band Cyflog: SO
Yn Adrodd i: Rheolwr Cynlluniau	Yn Gyfrifol am: Swyddog Cefnogol Hwb Mentergarwch	Ystod Cyflog: £30,746
Diben y Swydd: Rheoli'r Hwb Mentergarwch GGC a'r Swyddog Cefnogol cysylltiedig.		
Cyfrifoldebau		Sgiliau/Profiad
<p>Rheoli Prosiectau: Cymryd cyfrifoldeb dydd I ddydd am brosiect Hwb Mentergarwch GGC, gan sicrhau gwerth am arian a bod cynlluniau'n cael eu darparu ar amser, i safon uchel a bod yr holl wybodaeth ofynnol yn cael ei rhoi i gleientiaid, rhanddeiliaid a chyllidwyr.</p> <p>Rheoli staff: Sicrhau bod y Swyddog Cefnogol yn cael eu cyfeirio'n ddigonol yn eu gwaith o ddydd i ddydd, ynghyd â rheolaeth o gytundebwyr allanol sy'n gysylltiedig i'r hwb.</p> <p>Cydymffurfiaeth a monitro prosiectau: Gweithio gyda'r tîm prosiect i sicrhau bod prosiectau'n cael eu darparu yn unol â phrosesau a gweithdrefnau, paratoi a chyflwyno adroddiadau I reolwyr a chyllidwyr, a chyflawni yn erbyn amcanion a bennwyd ymlaen llaw. Bydd gan y Cydlynnydd gefnogaeth y Rheolwr Gweithrediadau a'r grŵp cyflenwi prosiect sy'n cynnwys staff profiadol o fewn timau Menter Môn ac M-SParc.</p> <p>Gwaith cefnogi busnes a Gweithdai: Darparu cefnogaeth busnes cyffredinol, gwybodaeth a chynghor sylfaenol I gleientiaid yr Hwb boed nhw megis cychwyn, newydd neu'n bodoli eisoes. Ymgymryd â diagnostig cyflawn a chwblhau'r holl waith papur perthnasol yn ystod taith y cleient gan gynnwys Cynlluniau Gweithredu, Adolygiadau a Chynllunio busnes sylfaenol. Cyfeirio cleientiaid yr Hwb at Fusnes Cymru a darparwyr cymorth busnes eraill. Cynorthwyo'r Swyddog Cefnogi wrth drefnu gweithdai I cleientiaid yr Hwb ar draws GGC.</p> <p>Cynrychioli'r cwmni: Mabwysiadu agwedd ragweithiol wrth ddatblygu cysylltiadau â rhanddeiliaid allanol er mwyn hyrwyddo'r Hwb Mentergarwch a datblygu ei enw da yn lleol ac yn genedlaethol.</p>		<p>Hanfodol:</p> <ul style="list-style-type: none"> • Profiad o reoli prosiectau. • Profiad o gydymffurfiaeth o fewn Rhaglenni wedi'l ariannu gan yr Undeb Ewropeaidd neu Lywodraeth Cymru • Profiad o reoli cyllidebau ac adrodd I arianwyr. • Profiad o fodelu a chynllunio busnes • Profiad o ddelio gyda'r cyhoedd, busnesau ac amrywiaeth o randdeiliaid. • Gwybodaeth dda o economi a chymuned fusnes Gogledd Orllewin Cymru. • Sgiliau rhyngpersonol rhagorol gyda'r gallu i ddelio ag asiantaethau allanol, cleientiaid a chydweithwyr ar bob lefel • Gwybodaeth am ystod o feddalwedd TG, cyfryngau cymdeithasol a thechnoleg ddigidol arall. <p>Dymunol:</p> <ul style="list-style-type: none"> • Gwybodaeth am arloesedd. • Gwybodaeth o sefydliadau rhanbarthol a chenedlaethol sy'n ymwneud â chyflwyno Gwasanaethau Cefnogi Busnes, e.e. Busnes Cymru • Gwybodaeth weithredol o wahanol grwpiau, sefydliadau a rhwydweithiau sy'n ymwneud â gweithgarwch economaidd cymdeithasol yn y rhanbarth.
Nodweddion		Cymwysterau
<p>Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.</p> <ul style="list-style-type: none"> • Chwaraewr Tîm • Blaengarwch a'r gallu i wneud penderfyniadau eich hun • Agos-atoch • Ymroddedig a hunan ysgogol 		<p>Hanfodol:</p> <ul style="list-style-type: none"> • Cymhwyster rheoli • NEU • Cymhwyster rheoli prosiect • SFEDI neu cymhwyster cyfwerth <p>Dymunol:</p> <ul style="list-style-type: none"> • Wedi'l addysgu hyd at lefel gradd • Profiad o redeg busnes
Arall		
Trwydded yrru DU lawn a mynediad i gar		le
Y gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg		le (Lefel 5 ar y canllawiau iaith)
Paroddrwydd i deithio		le
Paroddrwydd i weithio tu allan i oriau gweithio cyffredin		le – unai yn M-SParc neu'r lleoliadau lloeren.

