



**JOB DESCRIPTION
 FREELANCE BUSINESS COACH / ADVISOR
 LANKA SOCIAL VENTURES LTD**

JOB TITLE: Freelance Business Coach / Advisor
LOCATION: Home-based
SALARY: Fixed hourly rate
<p>ABOUT LANKA SOCIAL VENTURES LTD (LSV):</p> <p>Lanka Social Ventures Ltd. is a small, dynamic organisation that delivers support services to aspiring and existing social entrepreneurs and enterprises, community groups and SMEs with social mission.</p> <p>Our primary objectives are to:</p> <ul style="list-style-type: none"> • Promote and support social enterprises through development and delivery of support interventions, including social business incubation, training, business support, investment, trade, and all kinds of activities related to the economic enhancement of social enterprises. • Raising awareness at policy, institutional, and community level and raise the profile of social enterprises in the sector. • Engage with public private and non-state sector institutions, forums, networks, and alliances, investors to ensure social enterprises are at the heart of the business and policy agendas. • Influence and facilitate to create a favourable environment for social enterprises to develop and thrive. • Develop national and international partnerships and support networks among social enterprises to find market based solutions through innovative ways maximizing human and environmental well-being.
<p>JOB PURPOSE:</p> <p>Business coaching and advice help social entrepreneurs realise their ambition or turning their passion into a business.</p> <p>The Role of Business Coach:</p> <p>The role of a Business Coach is to coach business owners through guidance, support, accountability and encouragement. A business coach is a professional trained to work with an entrepreneur on the most important aspects of his or her life and business. A coach offers a new perspective because of the different of points of view the professional relationship offers. A business coach helps develop the skills of the entrepreneur, acquire the resources, identify the business opportunities and overcome the challenges that come with working in or operating and growing a successful enterprise and and business aspirations. A paraprofessional coach listen and notice patterns of success and limitations, to customise their approach to the individual client’s needs, and to elicit solutions and strategies from the client. Coaching is one of the fastest, most effective ways help</p>

entrepreneurs get from where they are to where they want to be.

Role of Business Advisor:

A business advisor provides business owners with information that will help them run their businesses more effectively. A business advisor can be consulted on a one-time occasion to assist with streamlining or improving a business and can play a more active role, offering recurrent advice sessions to an entrepreneur. A business advisor also offers one-to-one or group consultation, advice and training. An advisor can help business owners find out where and why a business is going wrong so they can turn it around, in addition to assisting people with the development of a new business or a new branch of an existing business. Referrals to support services a business may find helpful.

A Business advisor is a person with business experience that can be applied to solving problems, identifying potential areas of concern, and helping business expand and grow.

REPORTING LINES:

Post holder reports to: Senior Business Advisor and/or Senior Technical Advisor

KEY RESPONSIBILITIES:

Business coaching and advice include a range of interventions such as face to face meetings (one to one or group), telephone discussions and e mail exchanges. Coaches and Advisers will be required to:

- Coach and advice include a range of interventions such as face to face meetings (one to one or group), telephone discussions and e mail exchanges. Coaches and Advisers will be required to:
- Engage with entrepreneurs to agree as to how they could be supported in their prospective or existing business.
- Agree a programme of activity which best meets their needs.
- Encourage entrepreneurs to express and discuss their ideas, concerns and understanding of the business situation facing them.
- Help entrepreneurs to review their progress and set realistic and practical options to realise their business goals.
- Help entrepreneurs to reflect on and learn from things that did not turn out as expected.
- Refer entrepreneurs to other sources of information, advice or further support when appropriate.
- Advice and guide entrepreneurs to take responsibility for their own decisions, plans and actions and facilitate them where necessary.
- Follow the code of practice for LSV.

Keep up to date and accurate records of meetings / coaching and advisory sessions in line with the requirements of LSV.

QUALIFICATIONS, SKILLS AND COMPETENCE:

- Possess degrees, and / or business experience from running their own venture in the past and specialised in agribusiness / business management, engineering / technology, finance or marketing. Advisers are expected to have acquired professional training / qualifications in business counselling or advisory (i.e. CEFE or SIYB etc.) and have 5+ years of demonstrable business advisory experience.
- Excellent communication skills to include active listening and personal presentation skills.

- Bi-lingual or Tri-lingual skills are highly desirable (Sinhala and English / Tamil and English or all three languages).
 - Above average IT and Internet skills.
 - Effective time management and flexibility.
 - Risk management – personal and business related.
 - Relationship building and networking.
 - Personal development.
 - People development.
 - Influencing and negotiation.
 - Diplomacy, show empathy and be sympathetic to the clients.
- Maintaining records and preparing written reports.

Knowledge and Understanding

- The difference between the role of a Coach, Advisor and other business support professionals.
- The code of ethics/conduct for coaching / advisory as set by LSV.
- Rules on confidentiality, safeguarding and data protection and how to follow them.
- The coaching / advisory process to include the client agreement/contract as deemed by LSV.
- The relationship between coach/advisor and client and the importance of using the most effective communication methods in order to create a productive support environment.
- How a business works (essential enterprise know-how).

OTHER:

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process.

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