



**JOB DESCRIPTION**  
**BUSINESS ADVISOR – LANKA SOCIAL VENTURES LTD**

<b>JOB TITLE: Business Advisor</b>
<b>LOCATION: Head Office (National level)</b>
<b>SALARY: Starting salary Rs.65,000/- (Negotiable depending on the qualifications and experience)</b>
<p><b>ABOUT LANKA SOCIAL VENTURES LTD (LSV):</b></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"> <li>• 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.</li> <li>• Raising awareness at policy, institutional, and community level and raise the profile of social enterprises in the sector.</li> <li>• 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.</li> <li>• Influence and facilitate to create a favourable environment for social enterprises to develop and thrive.</li> <li>• 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.</li> </ul>
<p><b>JOB PURPOSE:</b></p> <p>To be responsible for delivering / performing a variety of business advisory and coaching, training, technical assistance, and related educational services to new and existing social enterprises and SMEs.</p>
<p><b>REPORTING LINES:</b></p> <p>Post holder reports to: Chief Executive Officer – through Senior Technical Advisor.  Staff reporting to this post: None</p>
<p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>• Required to assist the senior management to develop long-term vision and strategic planning to achieve significant impact from programmes and activities.</li> </ul>

- Support to coordination of and delivery of agreed plans or strategies.
- Representation in coordination meetings and external relationships.
- Support to plans and manages sub-unit resources.
- Contribute to departmental/broader program strategy and involve collaboration with other divisions.
- Requires the ability to analyse and communicate complex information to a wide audience.
- Role is variable with well-defined targets and/or minimum standards and is both proactive and reactive.
- To play active role in lobby and advocacy on issues related to programmes through personal contacts and co-ordination of allies.
- To take part in public campaigns based on agreed plan of action and objectives.
- To produce clear and quality reports that demonstrates good accountability.

#### **KEY RESPONSIBILITIES:**

- Provide direct business coaching and advice to pre-startup, startup and existing social enterprises and small businesses.
- Provide assistance for social enterprise & SME clients in the research and development of business plans, marketing plans, loan proposals and related business development requirements.
- Evaluates business proposals together with client financial and business status to assess viability and bankability of proposals; advises clients as appropriate.
- Advises clients in social enterprises and SME management practices, methods, and techniques.
- Provides advice and assistance in the establishment and maintenance of business and financial records and recordkeeping systems, in compliance with all relevant business, accounting, and taxation laws, regulations, guidelines, and standards.
- Participates in the development, promotion, coordination, and delivery of social enterprises and SME training programs and workshops.
- Coordinates and/or participates in efforts to build relationships with social enterprises and SMEs to establish and develop contract training opportunities.
- Administers and monitors specific educational programs, as assigned, to include budget planning and expenditure management.
- Participates, as assigned, as a member of community groups and organisations to promote social enterprises and SMEs and economic development within the service area.
- Monitors operational activities and effectiveness of results, and prepares reports as appropriate.
- Performs miscellaneous job-related duties as assigned.

#### **Programme Management and Implementation**

- Assist in designing and implementing of high quality programmes and activities, consistent with LSV's standards, values and programme principles.
- Provide support in data collection and analysis related to LSV programmes.
- Assist with maintaining quality databases and documentation including progress reports, case studies, impact reports, etc. are provided on time.
- Assist with creation and maintenance of accurate and up-to-date client file system in all programme activities.
- Ensure that all work is carried out in a way that is sensitive to gender and

diversity issues.

### **Coordination**

- Assist with networking with peers to develop a shared analysis of local issues, contacts with key players.
- Assist with establishment and maintain systems for gathering and sharing information about the situation, and the priority needs of vulnerable groups within the population.
- Represent LSV in local forum(s), as well as liaison with Government and other international agencies.

### **General**

- Assist with updating and maintaining LSV website, social media and newsletters.

### **SKILLS AND COMPETENCE:**

- Knowledge and previous experience of enterprises development, in particular social or community enterprises.
- Knowledge and understanding of policy and practice in relation to SME sector.
- Experience in the management of teams, office and field programme systems.
- Good financial and budgetary management skills
- Previous proven experience in advocacy and partnership building as well as organisational development and strategic planning.
- Very good literacy skills required.
- Proven good people management and staff development skills.
- Previous experience in and commitment to gender issues and to addressing gender inequalities in all key areas of responsibilities.
- Awareness of diversity, cultural and political sensitivities.
- Experience with an understanding of public-private-community partnership development.
- Good verbal and written communication skills and ability to relate to people from all backgrounds.
- Mature judgement and skills in diplomacy; strong awareness of political sensitivities.
- Computer literacy and fluency in written and spoken English is essential.
- Sensitive to culture and gender issues, diplomacy tact and negotiation skills
- Ability to travel to all areas in Sri Lanka.

### **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

**Date of issue: 01 December 2017**