

**JOB DESCRIPTION**  
**TRAINEE BUSINESS ASSOCIATE – LANKA SOCIAL VENTURES LTD**

**JOB TITLE: Trainee Business Associate**

**LOCATION: Head Office (National level)**

**SALARY: Rs.20,000 per month (Starting salary)**

**ABOUT LANKA SOCIAL VENTURES LTD (LSV):**

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.

Our primary objectives are to:

- 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.

**JOB PURPOSE:**

Assisting the planning and delivery of the events and programmes of:

- Social Enterprise Incubator & Accelerator
- Social Enterprise Academy
- Research & Consulting
- Business Coaching & Advisory
- LSV networking and public events
- General administration activities

Attend training and personal skills development programmes

**REPORTING LINES:**

Post holder reports to: Chief Executive Officer through Senior Technical Advisor.

Staff reporting to this post: None

**KEY RESPONSIBILITIES:****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.

**General**

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

**SKILLS AND COMPETENCE:**

- Possess good subject knowledge in entrepreneurship, innovation, management, marketing, information technology, agriculture, science and commerce etc.
- Very good literacy skills required.
- Awareness of diversity, cultural and political sensitivities.
- Good verbal and written communication skills and ability to relate to people from all backgrounds.
- 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**