

## JOB DESCRIPTION

### SENIOR BUSINESS ADVISOR - LANKA SOCIAL VENTURES LTD

**JOB TITLE: Senior Business Advisor**

**LOCATION: Main office (National level)**

**SALARY: Negotiable depending on the qualifications and experience**

#### **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:**

To be responsible for the planning, management and implementation of all social enterprise / SME support and capacity building and consulting projects, programmes and activities.

#### **REPORTING LINES:**

Post holder reports to: Chief Executive Officer (CEO).  
Staff reporting to this post: Business Advisers and Business Associates.

#### **DIMENSIONS:**

- Required to develop long-term vision and strategic planning to achieve significant impact from the programme delivery.
- Coordination of and delivery of agreed plans or strategies.
- Representation in coordination meetings and external relationships.
- Plans and manages sub-unit resources.
- Working as part of a management team within a larger program unit.
- Providing specialist advice or specific skills to team.
- Plans/objectives contribute to departmental/broader program strategy and can involve collaboration with other departments.

- Management tasks are complex and non-routine within a specialised unit/function.
- Requires the ability to analyse and communicate complex information to a wide audience.
- Decision-making requires significant levels of judgement based on technical and management experience, generally actively supported within line management or the programme team.
- 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 (financial and narrative) that demonstrates good accountability.

## **KEY RESPONSIBILITIES:**

### **Programme Management and Implementation**

- Ensures the implementation of a high quality programme, consistent with LSV's standards, values and programme principles.
- Establish and ensure effective management, budget control and administration of the LSV office and the overall LSV programme.
- Ensure quality documentation including progress reports, case studies, impact reports, etc. are provided on time, and also ensure that LSV's policies and procedures in relation to programme management, monitoring, finance and human & other resources are implemented.
- Ensure that all work is carried out in a way that is sensitive to gender and diversity issues, and to actively promote the full and equal participation of women in all aspects of the work.

### **Strategic Leadership and Development**

- Provides leadership and strategic support to direct reports on key strategic approaches to programming, in particular delivery of social enterprise support services, partnership management and programme quality issues.
- Identify and propose appropriate intervention strategies for LSV in keeping with its strategic plans.
- Ensure effective implementation of those strategies agreed with the CEO.

### **People Management**

- Ensure the junior staff members under your supervision have the necessary skills and capacities to implement their strategies, and to identify ongoing training needs.
- Ensure staff are effectively managed, and that performance management techniques are used as per LSV policy and practices, which contribute to the stability and effectiveness of the team.

### **Coordination**

- Coordination and networking with LSV partners, business and institutional clients and develop a shared analysis of programme matters.
- Networking with local public, private and voluntary entities and establish links

with key players.

- Ensure consultation with social enterprises, SMEs and support networks / mentors and the participation of stakeholders such as corporate, government and non-government sector organisations.
- Establish 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**

- Ensure effective management of field operations.
- Responsible for overall staff security, including updating and implementation of security guidelines.

#### **SKILLS AND COMPETENCE:**

- Knowledge and previous experience of enterprises development, in particular community enterprises / organisation in agriculture sector.
- Knowledge and understanding of policy and practice in relation to SME sector.
- Experience in project management, managing 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

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