



Rural Enterprise Development Officer (Fixed Term Contract)

Salary: £30,000pa Pro Rata – (1st September 2024 – 31st March 2025)

Minerva Mill Innovation Centre is looking for an experienced individual to deliver business support activity across the rural areas of Alcester Parish and surrounding parishes within the Stratford on Avon District Council.

This project, run in conjunction with Alcester Town Council, is a pilot scheme to create a Rural Enterprise Hub delivering a point of contact for rural and urban businesses offering diverse and innovative opportunities for growth.

About the Role:

The Rural Enterprise Development Officer will be responsible for overseeing the management and operation of the Rural Enterprise Hub, based at Minerva Mill Innovation Centre in Alcester, working alongside partner agencies within Stratford District and Warwickshire County Growth Services.

They will have specific responsibility for developing and providing a bespoke programme of networking and business support for SMEs to assist them to improve performance, raise productivity and expand.

This includes providing access to complementary services and facilities, delivering a programme of training and networking events to promote understanding of market opportunities and facilitate collaboration and joint ventures between SMEs.

They will ensure comprehensive beneficiary records are kept to evidence participation, including support provided and outcomes achieved, and maintain detailed records of spend including activities delivered and/or specialist support procured.

They will also prepare regular reports on activity and achievement of personal targets according to the standards laid down by the pilot project.