**Job title:** Head of Group Investment Programmes

**Reporting to:** Group CEO

**Salary:** cir. £47,000 doe

**Hours:**  Full Time (35 hrs p/w)

**Based:** Home working currently, with access to one of our offices in Edinburgh or Glasgow

**Start date:**  ASAP

**About Firstport**

The Firstport Group is Scotland’s leading agency for supporting social entrepreneurs, social enterprises and purpose-led businesses. Encompassing Firstport for Social Entrepreneurs and FirstImpact, the group has over 12 years’ experience supporting thousands of entrepreneurs to develop, start, and grow their businesses.

Firstport is Scotland’s development agency for start-up social enterprise. We support early stage social enterprises and highly-motivated people to test, refine and grow their ideas into viable social businesses. Our package of support includes seed funds, business advice, training, practical tools and connections to help social entrepreneurs make their ideas a reality. FirstImpact works with the wider business as a force for good movement across all sectors who want to structure and grow their businesses in a way that is profitable, mission-led, and impact-focused

In 2019 we launched our strategy, [Increasing Social Impact Through Entrepreneurship,](https://www.firstport.org.uk/wp-content/uploads/2020/01/Firstport-strategy-Increasing-impact-through-entrepreneurship.pdf)with a focus on increasing our capacity to support the growing interest in social entrepreneurship and playing a more purposeful role in shaping the wellbeing economy in Scotland. While we continue to pursue the principles outlined in the strategy, we are doing so with a renewed and refreshed focus, considering the context in which we now operate, and the need to respond to a different future.

We are committed to equality, diversity, and inclusion, and we aim to recruit and retain the best candidates from the widest pool of talent, one which reflects the communities we serve.

We strive to create an environment where everyone can be themselves and do their best work. We offer:

* A generous holiday package with 25 annual leave entitlement in addition to 8 bank holidays. Office closure the days between Christmas and New Year
* Pension scheme
* Flexible working
* An Employee Assistance Programme, which provides access to a range of support relating to work/life balance, physical, emotional, and mental health
* Bike-to-work scheme

Find out more about us on our website - [www.firstport.org.uk](http://www.firstport.org.uk)

**Job description**

The Head of Investment will work across the Firstport group of companies to bring operational oversight to existing and future repayable investment programmes across the Firstport Group. The role will also act as fund manager, leading on the development and delivery for a new social investment fund we will be jointly launching in early 2021. This is a newly created role that will form part of our senior management team.

**Key duties & responsibilities:**

* Deal origination, proactive sourcing, market studies
* Modelling and valuation of investment opportunities
* Overseeing the development of fund management systems for new investment programmes
* Assisting in all aspects of deal execution including market and financial due diligence, structuring, and contract negotiation
* Monitoring of portfolio companies and executing value creation plan
* Present investment information, such as product risks, fees, or fund performance statistics
* Providing operational and oversight guidance for repayable investment funds across the Firstport Group in partnership group CEO, key stakeholders, and other members of the senior management team
* Becoming a recognised leader in the social enterprise and purpose-led investment sector in Scotland
* In conjunction with the CEO, lead the delivery of ongoing investor reporting as part of the organisation’s stakeholder management and investor relations
* Alongside specialist partners taken on by the organisation from time to time, develop the impact strategy for group funds in line with the group strategy
* Form part of the investment committee process
* Identify the broader and individual support needs of potential investees to enable successful investment awards and link them to available support from across the group and partners to develop their proposition
* Attend all relevant committee and fund board meetings as appropriate, in conjunction with other members of the team
* In conjunction with the CEO, and other members of the team, attend meetings and events as appropriate to represent the organisation

**Person specification - skills and key qualities**

We are looking for talented people from a wide range of backgrounds and communities. Whether through lived or gained experience, or both, you will understand and share a passion for what we do.

**Essential**

* Experience of operating at a senior level in a relevant environment
* Strong analytical skills, particularly of financial statements, models, and risk analysis
* Experience of assessing loan applications and business planning
* Proven experience of raising investment from a range of sources
* Knowledge of investment tax reliefs
* Knowledge of the funding and support available for early-stage companies
* Knowledge of and interest in alternative investment vehicles
* A proven ability to generate practical solutions from complex situations, often with competing agendas and with a range of possible outcomes
* Experience in the social sector is desirable but not essential, however applicants should have an appreciation of the work of social enterprise in Scotland and beyond.

**Desirable**

* CA qualification (or equivalent) preferable
* Experience of making investments on a scale and context relevant to this role
* Experience of making investments with social and / or environmental objectives
* Experience/understanding of advising and supporting SME and/or social enterprises as they develop their business models