

Firstport for Social Entrepreneurs Ltd

Growth Advisor – Role Description

February 2025



Job title: Growth Advisor

Reporting to: Head of Group Investment Programmes

Salary: £42,000 (pro rata) + 5% pension

Hours: 0.6FTE

Based: Home working, with access to our office in Edinburgh and occasional travel throughout Scotland

Start date: ASAP

Contract: Two-year fixed term (with potential to extend)

About Firstport

Firstport is part of the Firstport Group, Scotland's leading agency for supporting social entrepreneurs, social enterprises, and purpose-led businesses. Encompassing Firstport for Social Entrepreneurs, Firstimpact and Firstfund, the group has over 16 years of experience helping thousands of entrepreneurs to develop, start, and grow their businesses.

Our group vision is a society in which doing business is synonymous with doing good. Deliberately ambitious, our vision describes the prospect of a society where all businesses operate to the benefit of their communities, in harmony with nature, and with respect for future generations.

- Firstport is the first port of call for individuals who have a social impact idea and want to make it their business.
- Firstimpact is an expert ally to projects and businesses that are serious about social impact.
- Firstfund provides sympathetic finance to ambitious social impact businesses.

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 33 annual leave entitlement (including bank holidays). Office closure the days between Christmas and New Year in addition to annual leave entitlement.
- 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

Job description

This is a new role in Firstport's Investment Team, reflecting our new approach to portfolio management that is rooted in deep, active support of social enterprises scaling through Catalyst Fund investment.

The Growth Advisor will support Catalyst Fund investees on the new growth phase of their journey – and the new challenges and opportunities that will arise. The Catalyst Fund works both with impactful enterprises scaling up for global impact and those scaling deep to make transformative change in their local community, and the Growth Advisor will support both on their respective journeys. The role holder will be responsive to the organisation's needs and preferences, for instance either working in intensive sprints on a specific focus or checking in on a regular basis for more coaching-style conversations.

The Growth Advisor will also work with the Investment Team on new applications for investment, helping to craft a growth support plan for all applications that will be presented to the Investment committee for decision.

The role holder will also direct organisations to other suitable sources of support across the Scottish, UK and international ecosystems.

Key duties & responsibilities:

- Provide tailored support to organisations scaling up their business operations and social or environmental impact

- Provide detailed, practical knowledge across important areas including growth planning, financial management, commercialization and business development
- Work as part of the Investment team to craft growth support plans for new investment applications
- Together with the other members of the Investment team, agree and work towards annual delivery plans, priorities and new opportunities
- Identify opportunities for continuous improvement, proactively capturing and responding to the needs of clients
- Keep client records and internal client management tools up to date to ensure effectiveness of reporting
- Engage in relevant external networks for learning and sharing of best practice
- Refer, connect, and signpost to other support where appropriate
- Support other Firstport teams and programmes where appropriate

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 in growing an enterprise and/or supporting growing enterprises, preferably within the context of social enterprise or impact-led businesses
- Previous experience in a client-facing role, including managing clients at various stages of support
- Understanding of the issues and challenges in scaling a social enterprise or impact-led business
- Sound understanding of financial principles
- Innovative and proactive mindset, able to contribute to the development of new services/ways of working/methods of support
- Able to manage competing demands and prioritize time effectively
- Flexible and autonomous
- High level communication and people skills:
 - able to communicate complex information accessibly
 - able to challenge, motivate and encourage with coaching style

- able to work with people from diverse backgrounds and communities, with different types of support needs
- Able to work in conjunction with other internal teams
- Digitally confident, open to using a range of tools (we use MS Office suite, Google suite, Slack, Trello, and Mural/Miro)
- Eligible to work in the UK

Desirable

- Access to a car and driving license
- Able to draw on own network for outreach purposes e.g. industry partners, investors, innovation centres, etc.
- Knowledge of the funding and support available for impact-led businesses and social enterprises in Scotland
- Experience using Salesforce or other CRM