

Title:	Social Enterprise Officer
Location:	S.A.L.V.E. International Uganda (Jinja District) – Based at our land in Namulessa
Reporting to:	Community Business Manager
1. Job purpose:	<ul style="list-style-type: none"> - To run and develop a cooking briquette making social enterprise on S.A.L.V.E.'s land. - To find new customers for the business so it grows. - To maintain good communication with existing customers and deliver orders in good quality and on time. - To provide accurate accountability for the business. - To provide training and support s to young people undergoing Rehabilitation at the S.A.L.V.E. land to produce briquettes of good quality. - To raise awareness and support for of the work of S.A.L.V.E. International in Jinja and Uganda as a whole. - To support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met.
2. Key Activities:	<p>The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder.</p> <ul style="list-style-type: none"> - To ensure that we produce briquettes to a high quality standard. - To teach the young people who will be working on the briquette making business the process of making the briquettes to a high standard. - To carry out quality control checks on the briquettes to ensure that we are only selling briquettes of a high standard in order to protect our reputation. - To ensure the briquettes are stored properly and safely so they are not damaged. - To build relationships with local schools, businesses, community members and organisations who we can sell the briquettes to. - To ensure all orders are delivered on time. - To grow sales of the briquettes over time to make the business profitable. - To keep excellent accounting records so that we can monitor the progress and viability of the business. - To set up a process for payment from customers and ensure that they are paying on time so that we don't lose money/ stock. - To work out a savings system for the young people working on the programme so the money they earn is kept safely for when they graduate. - To keep an up to date business plan and unit cost calculation to help us plan to grow and develop the business effectively.
3. Attainments	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Experience</p> <ul style="list-style-type: none"> • Experience and a track record of running a small business • Experience of computer skills. • Experience of working with young people. • Experience as working effectively as part of a team. <p>Qualifications</p> <ul style="list-style-type: none"> • Have a qualification in business skills. <p>Work based knowledge</p> <ul style="list-style-type: none"> • A demonstrable appreciation/understanding of what is needed to run a successful business. <p>Skills</p> <ul style="list-style-type: none"> • Proactive and hard working. • Strong accounting skills. • Ability to build relationships with potential customers. • Some counselling skills would be beneficial due to the user group we are working with. • Excellent administration and organisational skills. • Planning and implementation skills. • Ability to work well with other team members and develop positive relationships. • Proven ability to use organisational finances wisely. • Excellent attention to detail. • Self-motivated and able to work on own initiative, under pressure and to tight deadlines.
Salary	<p>This is a full time non-management role.</p> <p>This means you would receive 464,610 Gross salary (400,000 Net salary) for the first 6 months (while on probation) and a salary increment would be discussed with you if you were confirmed into the job role. Any salary increment would depend on the profitability of the business.</p>