

Micro-Enterprise Sustainability Specialist

Job Specification

Purpose

Driving and enabling appropriate sustainability-at-scale for existing and potential SmartStart early learning micro-enterprises and/or practitioners amid informality

This entails interrelated:

- stakeholder work including collaboratively developing, realising, and managing a strategically-coherent sustainability agenda
- technical work including but not limited to appropriate “market” segmentation as well as articulating registration pathways that unlock state funding

The Micro-Enterprise Sustainability Specialist must operate with an asset-based orientation to informality in general and the informal economy in particular — as opposed to either eradicating or formalising informality.

Location in organisation

- Line Manager: Chief Growth Officer
- Job grade: D Lower in Paterson framework

Key Responsibilities

Driving and enabling appropriate sustainability-at-scale for existing and potential SmartStart early learning micro-enterprises and/or practitioners

- **Collaboratively defining, learning about, prioritising, and realising appropriate practitioner and/or micro-enterprise sustainability-at-scale** for the diverse current and future / potential SmartStart network, including but not limited to
 - Understanding early learning micro-enterprise and/or practitioner operating dynamics, income, and expenditure by segment, including diverse income streams and cost structures and/or drivers
 - Proposing, securing agreement on, and realising key sustainability initiatives and/or interventions
 - Empowering early learning practitioners in their contexts across segments to access and/or leverage resources that contribute towards their sustainability
- **Managing relevant collaborative and/or (team)work** for appropriate sustainability-at-scale amid informality

Building productive collaborations in service of appropriate sustainability-at-scale amid informality

- **Identifying, cultivating, and maintaining productive collaborative relationships** with and/or networks of Hub teams, network partners, investors, governments, and other stakeholders in service of appropriate sustainability-at-scale
- **Framing coherence-building and problem-solving conversations** enabling learning as well as sense-making, decision-making, and action-taking regarding appropriate sustainability-at-scale
- **Collaboratively developing, deepening, and realising a strategically-coherent agenda** for sustainability-at-scale amid informality
- **Guiding and managing collaborations** in service of realising appropriate sustainability-at-scale

Learning about, understanding, and tracking sustainability dynamics, situations, and interventions

- **Building and/or integrating systems for early learning practitioners to make informed judgements** about and track
 - their own sustainability over time; and
 - the effects of sustainability initiatives and/or interventions over time
- **Building a database of sustainability-enhancing opportunities** across the state and other relevant

actors (potentially) available to early learning micro-enterprises and/or practitioners *as well as any associated compliance requirements* — especially regarding

- Growth
- Income
- Costs
- **Co-conceptualising and framing appropriate learning questions and/or research** (eg. terms of reference) about sustainability factors and (potential) interventions
- **Scoping, understanding, analysing and/or estimating the impacts and/or other effects in context(s)** as well as the suitability at scale of potential interventions including but not limited to
 - Previous and/or existing SmartStart initiatives
 - Compliance support
 - Financial literacy support
 - Micro-enterprise management
- **Understanding key sustainability risks and potential mitigating actions**

Person Specification

An asset-based orientation to informality in general and the informal economy in particular (as opposed to either eradicating or formalising informality)

Qualifications & Experience

- **Min. degree** in economics, informality, business, entrepreneurship, or related field or equivalent evidence of learning & capabilities
- **Min. 5 years** professional experience in **informal economic contexts**
- **Min. 3 years** relevant experience in **realising (micro-)enterprise development across informal contexts**
- *Advantageous:* Experience of and/or familiarity with compliance and/or licensing in an informal context

Knowledge & Understanding

- Strong knowledge and/or understanding of **sustainability and/or enterprise development and/or entrepreneurship dynamics** across informal sectors and/or contexts
- Strong understanding of **business finance** in informal economic contexts

Skills & Abilities

- **Ability to work at scale across diverse contexts**
- Demonstrated ability to see & realise the **big picture** while attending to **details**
- Demonstrated ability to work **independently and collaborate** and build **partnerships** and/or networks across diverse contexts
- Track record of **innovating** including but not limited to leveraging **information and technology** creatively
- Excellent **creative problem-solving** capability including:
 - Asking questions
 - Questioning assumptions
 - Analysing, triangulate, and synthesising quantitative and qualitative assumptions and information

- Integrating information for insights
- Generating and/or assessing multiple options and provide reasoned recommendations or proposals
- Excellent professional **communication** and interpersonal skills
- Strong **drive** to succeed
- Clear **curiosity** and track record of **learning**, including openness to & appetite for feedback