

Business Club Workshop Leader (Self-Employed)

Location: Hove, East Sussex

Hours: Flexible - up to 30 hours per week

Pay: £15-£20 per hour

About Us

My HELM CIC is a not-for-profit organisation based in Hove, UK, dedicated to providing a safe, inclusive, and engaging environment for children, teenagers, and their families. We offer a range of workshops, after-school clubs, and holiday programmes designed to promote personal growth, creativity, and community engagement.

Our mission is to create a welcoming space where individuals are valued, respected, and celebrated. Through child-led learning, we provide engaging and insightful workshops covering a diverse range of subjects. Our experienced workshop leaders bring passion and creativity to ensure children remain actively involved.

Role Overview

We are looking for an entrepreneurial and dynamic Business Club Workshop Leader to guide teenagers through the fundamentals of business and entrepreneurship. The workshops will provide practical, hands-on experience, allowing students to develop, launch, and manage a small business within a structured learning environment.

Workshops will be designed to introduce key business concepts, assign roles within a company structure, and develop teamwork, problem-solving, and leadership skills. Sessions will be structured into 20-30-minute segments to keep students engaged and support those with Special Educational Needs (SEN).

Key Responsibilities

- Plan and deliver engaging, structured workshops that introduce students to:
 - Business fundamentals (marketing, finance, operations, customer service, and management).

- Entrepreneurial thinking, problem-solving, and decision-making.
 - Developing a business plan and branding strategy.
 - Budgeting and financial literacy, including pricing, costs, and profit margins.
 - Sales and customer relations, including online and in-person selling techniques.
 - Digital marketing and social media strategy.
 - Pitching and presenting ideas with confidence.
 - Sustainability and ethical business practices.
 - Guide students in creating and running a small business, assigning roles such as:
 - CEO (decision-maker and strategist).
 - Marketing and sales managers.
 - Financial officer (budgeting and accounting).
 - Product development team.
 - Customer service representatives.
 - Encourage collaborative teamwork and leadership skills.
 - Provide feedback and mentorship, helping students refine their ideas and strategies.
 - Adapt sessions to accommodate different skill levels and learning styles, ensuring accessibility for all students.
 - Keep and update attendance registers and progress records using SLACK and Google Drive.
 - Maintain a safe, supportive, and inclusive environment in line with safeguarding standards.
-

Requirements

- Experience in business, entrepreneurship, or marketing (running a business or start-up experience is a plus).
 - Strong understanding of business operations, financial literacy, and strategy.
 - Experience in mentoring, tutoring, or leading workshops.
 - Ability to engage and inspire young people, encouraging their creativity and problem-solving.
 - Excellent communication skills, with the ability to motivate and engage students.
 - Experience working with SEN students is highly desirable.
 - Proficiency in using SLACK and Google Drive for lesson planning and record-keeping.
 - Knowledge and experience with safeguarding children is preferred.
 - An Enhanced DBS check (own DBS preferred, though we can provide one if required).
-

What We Offer

- Competitive pay based on experience and qualifications.
 - Full training and ongoing support to help you succeed in your role.
 - The opportunity to make a meaningful impact, helping young people develop real-world business skills.
 - A supportive, professional teaching environment where you can share your knowledge and experience.
-

How to Apply

If you are passionate about business education and inspiring young entrepreneurs, we'd love to hear from you! Please send your CV and a cover letter to tutoring@myhelm.club. Successful candidates will be contacted for a short phone conversation before being invited to interview in person.

