



<b>Title</b>	Health, Enterprise and Inclusion Manager
<b>Status</b>	Permanent Subject to probation
<b>Location</b>	Dublin 10
<b>Reporting to</b>	Chief Executive Officer
<b>Salary and Holidays</b>	LP Officer Level 3 Incremental Scale €53,02.69 - €67,261- Starting point depending on relevant experience. Holidays starting at 24 days PA rising to 27 Days.
<b>Pension</b>	Access to Company Pension Scheme

### **Role Description**

**Role Purpose:** The Health, Enterprise and Inclusion Manager is required to work as part of an effective management team coordinating and implementing objectives and actions as set out in the Company’s Strategic Plan and the Annual Programme of Work. The role involves leading a team of staff who work to promote, Social Inclusion, Lifelong Learning, mitigate health inequalities and promote the development of sustainable local enterprise.

**Duties of the Role:** The role of the Health, Enterprise and Inclusion Manager, through leading a staff team, is to deliver on the company’s plans through the identification, development, implementation and promotion of individual and group based supports for people who are marginalised or socially excluded. This involves the implementation and support of programmes from health promotion, personal development, adult education and support for those seeking to start their own business. This will entail performing the following duties:

- Leading a staff team in the delivery of health, social inclusion and enterprise development projects and programmes set out in the company’s work plan
- Managing, motivating, appraising, training and developing departmental staff in line with the LAP staff handbook.
- Work collaboratively with colleagues on the management team to develop cross programme knowledge with the aim of promoting an integrated service working holistically to meet the needs of clients.
- Act as a role model for and instil in the team the importance of empowerment approaches focused on identifying and developing the strengths and capacities of those participating in services and programmes.
- Seek and develop new programmes and budget lines, funding initiatives and income generating activities locally, nationally and at EU level to support the aims of the Company.

- Be a key link person managing relationships with funders including but not limited to HSE Health & Wellbeing, HSE Social Inclusion, HSE Mental Health, Dublin City LCDC, Dept. of Rural and Community Development and Pobal.
- Identify, through consultation and research, gaps in the provision of supports and services for the target groups of LAP and to develop and implement collaborative inter-agency programmes and initiatives to bridge identified gaps.
- Seek to mainstream successful programmes/initiatives piloted through the Company.
- Working with the staff team to oversee and ensure the delivery of high quality and timely quantitative and qualitative progress reports as per agreed internal and external reporting schedules.
- Participate in and represent LAP as required on appropriate, local and or national forums and input to the development of national policy.
- Recruit, induct, appraise, manage and motivate staff as and when required.
- Financial Management – monitoring and reporting on planned vs actual expenditure, ensuring adherence to LAP Financial Procedures and Programme requirements.
- Ensure that effective information systems are in place to meet the needs of the Company and other stakeholders in accordance with agreed audit requirements;
- Develop and enhance the relationship of LAP through regular contact with relevant community and statutory organisations through building effective communications and working relationships
- Establish and implement mechanisms for ongoing evaluation of the LAP's programmes
- Responsible for team learning and development within the Health, Inclusion and Enterprise Department of LAP and support staff to fulfil their roles
- Act as lead on the organisations cross department Communications Working Group ensuring effective external communications and adherence to brand guidelines across the organisation.
- Participate in individual, team and organisational development of the staff and the Company
- Implement Professional Standards and Code of Ethics for the Company
- Undertake other duties and responsibilities as may be assigned in agreement with the Chief Executive where such requests are reasonable.

### **Person Specification**

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is essential that the person appointed will demonstrate a genuine commitment to LAP's values and vision and ideally have the skills and attributes as detailed below.

#### ***Qualifications***

This is a senior post. The Health, Enterprise and Inclusion Manager will have a depth and breadth of practical experience in particular of health and inclusion issues affecting individuals and communities. A third level qualification at level 8 or higher on the NQF and at least 2 years' experience in a related role is a minimum requirement.

### ***Knowledge & Expertise***

The Health, Enterprise and Inclusion Manager should be able to demonstrate experience and expertise in the following areas:

- Demonstrate a substantial understanding of the social determinants of health, and prior experience of delivering services to communities experiencing marginalisation, poverty or disadvantage
- Knowledge of the landscape of Irish Start-Ups and Social Enterprise
- Strategic Planning and preparing annual work plans
- A record of planning, achievement and implementation in the delivery of programmes to promote inclusion and equality.
- Prior experience of people management is a distinct advantage
- Expertise in the writing of funding proposals and adult/community education programme design, delivery and evaluation
- Financial budgeting and management
- Solid experience of multi funder relationship development and management
- Able to analyse relevant statistical information such as Pobal HP Deprivation Index, CSO and Labour Force survey data to inform LAP programme direction

### ***Skills & Competencies***

The Health, Enterprise and Inclusion Manager should be:

- A compelling champion and advocate who can inspire colleagues and supporters
- Innovative, creative and forward thinking
- A role model for lifelong learning and continuous professional development
- Commercial and entrepreneurial, able to identify new sources of income, and time and cost-effective ways of operating
- A skilled mentor with a warm and approachable demeanour
- In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation and presentation skills
- Flexible, creative with the ability to adapt to a changing and challenging environment
- Able to work in a self-directed manner, and to develop good working relationships with stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the sector
- Able to conduct themselves in a way that is credible to all stakeholders and engages and commands confidence and respect.
- Fair, impartial and open to new ideas and information
- Computer literate in dealing with standard MS word and data processing, spreadsheet CRM, WordPress and Social Media Platforms.

## Key Skills

Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.

Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.

	Essential	Desirable
<b>Education/ Qualifications:</b>		
▪ Educated to Degree Level	✓	
▪ Professional qualification in Health/Social Care/Human Sciences or related field		✓
▪ Skilled in the use of CRM systems		✓
▪ Willingness to undertake professional development	✓	
<b>Knowledge/skills:</b>		
▪ Ability to analyse wide ranging information to monitor & report on trends	✓	
▪ In depth awareness of social determinants of health	✓	
▪ In depth knowledge of marginalisation, poverty and disadvantage and its impact	✓	
▪ Problem solving	✓	
▪ Influencing and negotiation skills	✓	
▪ Communication skills –verbal and written, report writing, presentation	✓	
▪ Financial management skills	✓	
▪ To plan and organise at organisation and personal level	✓	
<b>Experience:</b>		
▪ A minimum of 2 years Relevant Experience	✓	
▪ Experience of working in a team environment	✓	
▪ Experience of team management		✓
▪ Experience of performance management		✓
▪ Experience of recruitment		✓
▪ Experience of disciplinary & grievance handling		✓
▪ Experience of development of new programmes and funding applications	✓	