



Title	Enterprise and Social Enterprise Officer
Status	Permanent
Location	Dublin 10
Reporting to	Health Inclusion & Enterprise Manager
Salary	Officer Level 2 scale starting point circa €44,000 - € 48,000 d.o.e.

Role Purpose - The Enterprise and Social Enterprise Officer is required to work effectively as part of the Health, Inclusion and Enterprise Team coordinating and implementation objectives and actions as set out in the Company's Strategic Plan, the Annual Programme of Work and in their annual work plan.

Duties of the Role - The role of the Enterprise and Social Enterprise Officer, as part of the wider LP team, is to deliver on company plans through identification, development, promotion and in particular the implementation of individual supports to facilitate sustainable self-employment. The successful candidate will also promote the establishment and development of existing and emerging Social Enterprises within the LP catchment. This will entail performing the following duties:

- Provide guidance to people outside of the labour market to identify suitable pathways to self-employment
- Assist people who wish to become self-employed by providing information and assist them carry out research, feasibility studies and prepare business plans.
- Work with the LP panel of mentors to assist pre and post-start-up clients and social enterprises
- Devise and implement a range of business training courses to meet start-up and expanding micro enterprises
- Develop strong collaborative relationships with DSP (Intreo) staff with the aim of supporting clients who wish to apply for the Back to Work Enterprise allowance scheme/Short term enterprise allowance scheme. Conduct follow-up reviews of clients on the scheme.
- Work independently and in partnership with other teams & LDCs to develop and implement a range of supports to promote sustainable business development for Social Enterprises in the local area
- Facilitate the emergence of new Social Enterprises in the local area.
- Promote the concept of the social economy and work with social entrepreneurs and local community groups to develop revenue streams.
- Contribute to the development of the Company's annual work plans as they relate to self-employment and social enterprise

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- Establish and implement evaluation methods of LP’s enterprise supports
- Ensure that effective information systems are in place to meet the needs of the Company and other stakeholders in accordance with agreed audit requirements
- Support and facilitate the development of the D10 Business Network & local Social Enterprise network
- Conduct and respond to needs analysis on D10 Business network and social enterprises locally
- Identify and share relevant information on grants, trainings, opportunities and events for enterprise and social enterprise
- Coordinate and convene social enterprise network and steering group meetings
- Identify and work with Cherry Orchard Community Garden on developmental opportunities
- Liaise with local organisations for collaboration and promotional purposes
- Manage the promotion of the Company’s enterprise supports and achievements
- Represent LP on appropriate forums including the LDCN Enterprise & Social Enterprise Communities of Practice and input to the development of policy
- Recruit, induct, appraise, manage and motivate tutors/trainers/mentors as and when required
- Monitor and report on activities and outcomes
- Participate in individual, team and organisational development of the staff and the Company
- Implement Professional Standards and Code of Ethics for the Company
- Ensure compliance with the company’s data protection policies to ensure compliance with Data Protection legislation. (GDPR requirements)
- Assist with the administration and support of the SharePoint, Company CRM and IRIS system.
- Undertake other duties and responsibilities which are necessary to ensure the effective running of the organisation as may be assigned in agreement with the CEO where such requests are reasonable.

Qualifications

A third level qualification in business development, enterprise/entrepreneurship, local development or adult guidance is required.

Knowledge & Experience

- 2 years’ experience in a developmental capacity with adults experiencing marginalisation or disadvantage is preferred
- Strong commercial awareness, experience of supporting business development and sustainability for individuals and organisations

Skills & Competencies

The Enterprise & Social Enterprise Officer should be:

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- Experienced in providing guidance and mentoring to entrepreneurs and organisations in the start-up phase
- Able to self-direct and prioritise work, effectively managing competing demands on his/her time and attention.
- Able to conduct him or herself in a way that commands confidence and respect from entrepreneurs and local business.
- Skilled in market research, marketing and promotion
- Highly computer literate in dealing with standard MS word and data processing, spreadsheet CRM, social media and communication packages.

Character & Personal Qualities

- Be passionate about learning, entrepreneurship, creative and forward thinking.
- Able to work in a self-directed dynamic manner, and to develop good working relationships with managers, colleagues and external stakeholders.
- Understand and show commitment to the values of LP.
- Fair, impartial and open to new ideas and information.
- A role model for lifelong learning and continuous professional development.

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.		
Education/ Qualifications:	Essential	Desirable
• Third level qualification in related field	✓	
• Specific qualification in business, enterprise/social entrepreneurship		✓
• Willingness to undertake professional development	✓	
• Trained in multiple database packages		✓
Knowledge/skills:		
• Minimum of 2 years' experience of working in development capacity with adults experiencing disadvantage or marginalisation.		✓
• Knowledge of developing business plans & financial projections Social Economy and Social Entrepreneurship	✓	
• Understanding of Social Economy and Social Entrepreneurship in the Irish context, knowledge of relevant government policy & supports		✓
• Knowledge of supports e.g. BTWEA, STEA, supports available via LEO	✓	
• Positive mindset and a constructive approach to problem solving	✓	
• Experience of designing, implementing & evaluating training programmes		✓
• Strong Communication skills –verbal and written,	✓	
• Knowledge of the unique challenges of working in an NGO organisation		✓
• Skilled in developing positive collaborative relationships with stakeholders in the public, private and non-profit sectors	✓	
• Able to plan and organise at organisation and personal level	✓	
Experience:		
• A minimum of 2 years' experience in a developmental capacity with adults experiencing marginalisation or disadvantage		✓

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• Experience of business development entrepreneurship & business sustainability	✓	
• Experience of team working and integrated service provision		✓

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