

Role Specification

SICAP Social Enterprise Development Officer

Reporting to: Enterprise & Social Enterprise Co-Ordinator

Context: Countywide position

Based at: WLD offices, Wexford

Context of the Role

Wexford Local Development is a non-governmental organisation working to support the development of thriving, resilient communities where people feel connected, are valued and have equal opportunity to reach their full potential.

SICAP is one of a number of national programmes delivered at local level by WLD on behalf of the Government in order to create opportunities that promote equality and inclusion and improve quality of life for people and communities. This work is informed by our core values of respect, equality, leadership, inclusion and integrity.

Key Responsibilities and Duties

The role holder will be part of a broader programme team working collaboratively with communities and individuals to identify potential and further develop established social enterprises to make a strong societal impact in their communities.

The key responsibilities of this role include:

- **Outreach, promotional activity and collaborative networking** to Identify, nurture and actively assist potential and trading Social Enterprises by engaging with them in their communities through outreach.
- **Facilitate and assist community groups** in the development of critical awareness of what social enterprise entails and examine practical approaches to assess the opportunities and problems associated with the development of such ventures. Supporting groups at the various stages of development by putting together business plans and supporting them with funding applications etc.
- **Delivery of practical training and business mentoring supports to start-up and established social enterprises.**
- **Development of initiatives that promote social enterprise:** Promote social enterprise as a potential solution to overcome barriers to employment for specific target groups, provide community services and access to community facilities at a local level in collaboration with key stakeholders.
- **Development of an active network of Social Enterprise within the county:** to improve opportunities & outcomes for communities and to share learning and knowledge regarding social enterprise development.



- **Recording of all interactions on the WLD Salesforce CRM system**, providing sufficient detail and clarity to ensure the goals of the SICAP programme are achieved
- **Engage in regular formal and informal performance appraisal meetings with your line manager** to support your optimal performance in your role and within your team and the wider organisation.
- **Engage in training programmes, events and information sessions** to refresh skills and keep informed of policy changes, new supports and new initiatives that would assist you to support WLD clients to address barriers and achieve their progression goals.
- **Prepare clear and concise activity and progress reports** and case studies, **ensuring that the learning from your work is captured** and shared within the organisation, with the funders of SICAP and in relevant policy arenas.
- Given the **emergent nature of Community Development work**, undertake other duties and responsibilities including involves partaking in companywide initiatives and activities as may be assigned in agreement with the management team where such requests are reasonable.

Core Competencies & Skills

- **Strategic analysis** – ability to consider all aspects of a challenge and discern the best solution
- **Facilitation skills** – ability to use Community Development approaches to work effectively with communities and non-profit organisations to enable them to develop a business plan to progress their social enterprise idea.
- **Networking and collaboration** - ability to build strong relationships with communities/social enterprises, colleagues and partner organisations
- **Personal Performance** – ability to work on your own initiative with a commitment to self-development & improving personal performance
- **Excellent ICT skills** – ability to effectively use Microsoft Office packages as well as to quickly become proficient in using new platforms such as CRM
- **Communication Skills**- Excellent verbal, written and interpersonal communication skills.



Personal Qualities

The ideal candidate for this role will be

- ✓ **An active, curious and empathetic listener** – capable of building strong and positive relationships with communities, social enterprise organisations, colleagues and partner organisations in the statutory and community and voluntary sectors to realise the full potential both of the communities and of the internal and external partnerships developed to support them.
- ✓ **Resourceful** – using initiative and sound judgement to respond sensitively and appropriately to a range of challenges that social enterprises may present by building and drawing on a knowledge base of relevant supports and services available to them.
- ✓ **Organised** – adept at planning and self-managing a busy workload, networking with other service providers and internal collaboration within SICAP and Wexford Local Development, to ensure that communities can access relevant opportunities in a timely fashion and that related KPI targets are achieved.
- ✓ **Passionate about social inclusion and equality** – committed to making a difference for individuals, communities and society
- ✓ **Tech savvy and attentive to detail** – comfortable using our caseload management system and other platforms to ensure that interactions with communities and initiatives developed through the programme are recorded accurately and adequately and communities experience the programme as smoothly and seamlessly as possible
- ✓ **Collaborative-** Develops positive relationships internally and externally to achieve goals.
- ✓ **Team player-** A strong team player with a positive, enthusiastic, flexible and professional approach to work

Qualifications & Experience

- ✓ Demonstrate a proven interest in the work of WLD, together with 3 years experience of working within the area of Enterprise and Social Enterprise Development and or enterprise experience.
- ✓ Demonstrate an understanding and practical knowledge of project development/ Business planning/ financial planning within a community/ social enterprise setting.
- ✓ Demonstrate the ability to work with a diverse range of local stakeholders, including; community groups, social enterprises, statutory agencies, local agencies and funders.
- ✓ Proven knowledge of the policy context within which social enterprises operate
- ✓ On or before 31 January 2022 have achieved at least Level 7 on the National Framework of Qualifications **or** equivalent relevant training **or** professional experience in Business discipline or social entrepreneurship or a discipline appropriate to the role.
- ✓ Full clean driving licence and access to transport as the role will involve working directly in communities across Co Wexford
- ✓ Proven experience of working collaboratively as part of a team, as well as the ability to be self-organised & to work to deadlines.



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