

Job Description

SICAP Enterprise, Social Enterprise and Training Co-ordinator

Reporting to: Programmes Manager

Context: Countywide Position

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. The work is informed by our core values of respect, equality, leadership, inclusion and integrity.

Key Responsibilities and Duties:

The role holder will;

- Work as part of a broader SICAP and WLD management team working collaboratively with communities and individuals to identify potential and to support the further development and growth of established social enterprises to make a strong societal impact in their communities and to create employment. The work will include supporting the ongoing development of WLD's in house social enterprises.
- Be responsible for providing leadership to the Enterprise, Social Enterprise and Training team to ensure that the goals and the objectives of the programme are delivered.
- Be responsible for the implementation of the Enterprise Support Programmes and the promotion of self-employment as an option for our specific target groups.
- Work collaboratively with all key partners to identify, develop and deliver a range of both first step community education courses, formal training and employment focussed supports that aim to improve our client's opportunities for progression.

The key responsibilities of this role include

- 1. Outreach, promotional activity and collaborative networking** internally and externally with a wide range of stakeholders in both the community and voluntary and statutory sectors to Identify, nurture and actively assist potential entrepreneurs and existing Enterprises and Social Enterprises by engaging with them in their communities through outreach.
- 2. Ongoing development and delivery of practical training and business mentoring supports to specific start-up and established enterprises and social enterprises.**
- 3. Development of initiatives that promote enterprise and social enterprise as a viable option for employment for our priority target groups and for the delivery of essential services in disadvantaged communities.**



4. **Develop and deliver a range of both first step community education courses**, formal training and employment focussed supports that aim to improve our client's opportunities for progression.
5. **Providing leadership and direction to your team and carry out regular formal and informal performance appraisal meetings with your team** to support their optimal performance in their role and within your team and the wider organisation.
6. **Engage in regular formal and informal appraisal meetings with your line manager** to support your optimal performance in your role and with the SICAP management team and the wider organisation. Ensuring that you are contributing to the overall effectiveness of WLDs management team.
7. **Engage in ongoing professional development, training programmes, events and information sessions** to refresh skills and keep informed of policy changes, new supports and new initiatives that would assist you in your role.
8. **Prepare clear and concise reports** and case studies, **ensuring that the learning from your work is captured** and shared with the Board of WLD, within the wider organisation, with the funders of SICAP and in relevant policy arenas.
9. **Use of WLD's Salesforce CRM system to adequately record the work of your programme team**, providing sufficient detail and clarity to ensure that goals and objectives of SICAP are achieved.
10. Given the **emergent nature of Community Development work**, undertake other duties and responsibilities including partaking in companywide initiatives and activities as may be assigned in agreement with the programmes manager where such requests are reasonable.

Core Competencies and Skills:

The following are indicative of the experience and skills sought for this role;

1. **Project Management:** Experience in designing and delivering business development projects; working to tight deadlines, with limited resources and with a variety of stakeholders. Experience in the charity/not for profit sector is desirable.
2. **People Management**
 - a. Performance Management including coaching skills
 - b. Team building
3. **Communication** – Experience in successfully contributing to internal and external communications eg. (Reporting, stakeholder engagement). Presentation ability verbal and written and Facilitation skills. Proposal and report writing the ability to write well.
4. **Interpersonal Skills:** Exceptional interpersonal skills and discretion in dealing with sensitive elements of our work (e.g. human resources). To be able to treat all Staff, Board, volunteers, funders and stakeholders with dignity and respect.
5. **Team Player:** Have a strong track record in working well with others and being a highly effective team member.
6. **Organisation:** Demonstrable track record in being highly organised and efficient.
7. **Confidentiality:** Ability to keep all relevant information confidential is absolutely critical.
8. **Budget and financial management** experience is essential.
9. **Excellent ICT skills** – ability to effectively use Microsoft Office packages as well as to quickly become proficient in using new platforms such as CRM
10. **Flexibility:** Willingness to work outside normal working hours on occasion. WLD operates a time in lieu policy to facilitate the need for flexible working.



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11. The successful individual will need to have a **full, clean drivers licence and access to own transport** as travel and outreach will be a key part of the role.

Experience and Qualifications Sought

- Demonstrate a proven interest in the work of WLD, together with a min of 3 years experience of working within the area of Enterprise or Social Enterprise business development and or enterprise/social enterprise experience.
- Demonstrate an understanding and practical knowledge of project development/ Business planning/ financial planning within a community/ social enterprise setting.
- On or before 31 January 2022 have achieved at Level 7/Level 8 on the National Framework of Qualifications **or** equivalent relevant training **or** professional experience in a Business discipline or social entrepreneurship or a discipline appropriate to the role.
- Proven track record of developing, establishing, and strengthening stakeholder relations, internal and external to the organisation
- Proven examples of developing and leading a team to deliver annual business and project plans
- Experience of leading, evaluating and producing business cases for new initiatives or projects

Personal Qualities

The ideal candidate for this role will be

- ✓ **Highly Organised**- The successful applicant will be highly organised and efficient and have the personal and relational skills to liaise effectively with the management team, strategic partners, service providers, funders and other stakeholders. Be adept at planning and self-managing a busy workload, networking with other service providers and internal collaborations within SICAP and Wexford Local Development
- ✓ **Excellent Communicator**- Ability to influence, collaborate and connect with and build 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 and enterprises may present by building and drawing on a knowledge base of relevant supports and services available to them.
- ✓ **Passionate about social inclusion and equality** – committed to making a difference for individuals, communities and wider 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 that our service users experience the programme as smoothly and seamlessly as possible
- ✓ **Team player**- A strong team player with a positive, enthusiastic, flexible and professional approach to their work.



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