

Social Enterprise Development Officer

Full time - Permanent Contract

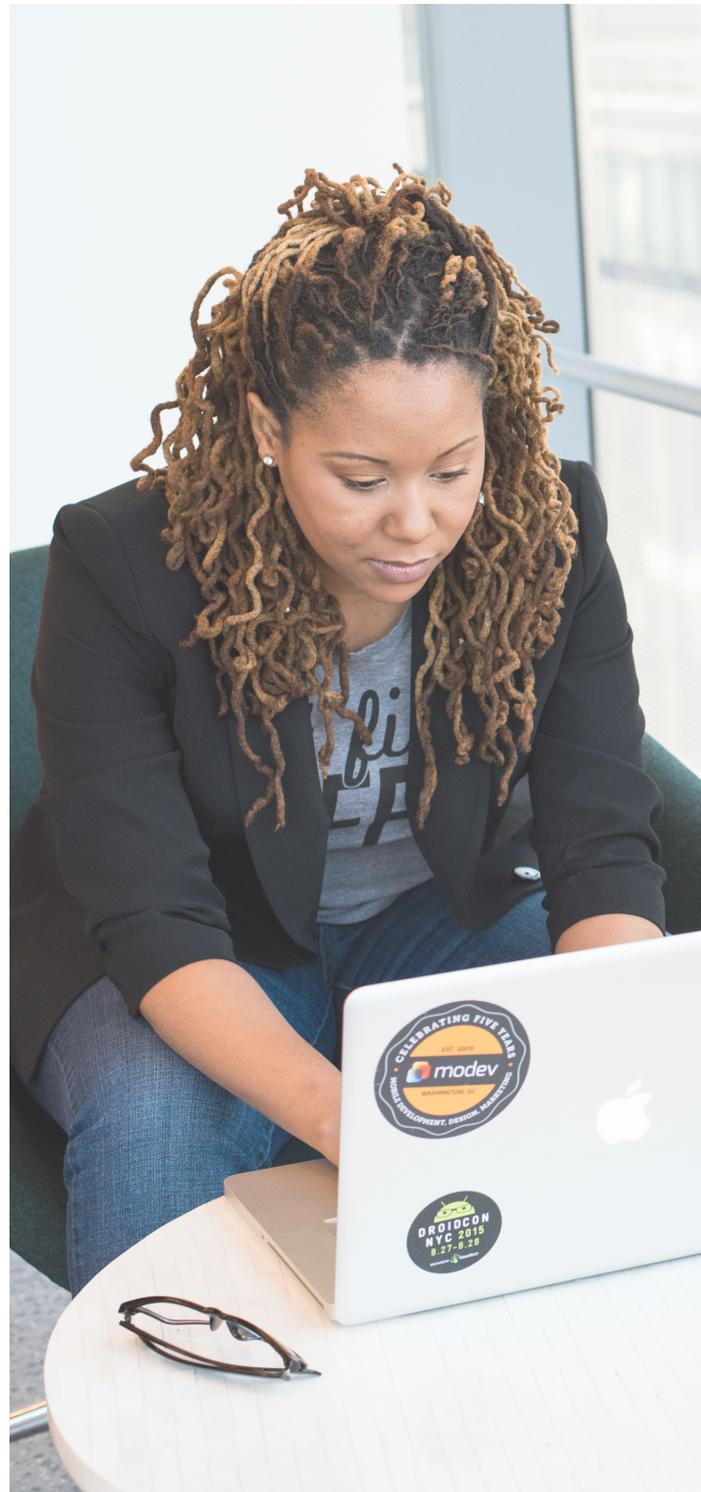
35 hours

South Dublin County Partnership (SDCP) is delighted to announce an exciting opening on our Enterprise and Employment team. This position requires a **dynamic** and **energetic individual** with **excellent leadership skills** and a **passion for innovation**.

This role offers the **opportunity to become a leader in promoting and developing the Social Enterprise sector for the South Dublin County**, along with fantastic scope for professional development.

The *Social Enterprise Development Officer* will report directly to the Senior Manager, Enterprise and Employment and will have the opportunity to work from a number of locations across the region.

There is a 10-point salary scale for this role ranging from €32182 - up to LS1 €46658 depending on experience and qualifications.



South Dublin
County Partnership
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South Dublin County Partnership

About Us

South Dublin County Partnership is **South County Dublin's leading local development company**. We care deeply about the communities we work with and **excel at tackling unemployment and social exclusion by developing and delivering innovative projects and services** and bringing together local communities and state agencies. Our goal is to support sustainable and vibrant communities where people can realise their potential and experience a high quality of life.

At SDCP, we tackle disadvantage by focusing our activities where people experience disadvantage, across the whole lifespan. Our programmes of work are organised across key thematic areas:

- Community Development,
- Enterprise & Employment,
- Lifelong Learning,
- Children & Families and
- Health & Well Being.

SDCP employs over 100 full time staff and over 450 placement workers across multiple sites. We are primarily funded by the Irish Government.



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The Role

The *Social Enterprise Development Officer* role offers a wide range of exciting opportunities to support and lead local enterprises to grow and thrive in South County Dublin.

Responsibilities for the role include:

- Redeveloping South Dublin County's Social Enterprise Development Strategy to create a new, robust, innovative strategy for South County Dublin.
- Researching and identifying key sectors for potential new and innovative social enterprise development.
- Identify opportunities and develop innovative project ideas, proposals and applications including exploring and developing opportunities for complementary funding for promotion of social enterprise development activities and supports for the client groups.
- Developing and implementing an awareness raising plan to increase understanding of social enterprise within South Dublin County, focusing on the value it brings for disadvantaged and marginalised communities and individuals.
- Project managing new social economy projects within the region during incubation and start-up phases.
- Providing business planning support for emerging and existing social enterprises as required.
- Co-ordinating the delivery of training and mentoring supports for local social economy projects.
- Fostering a culture of co-operation and collaboration amongst social enterprises.
- Co-ordinating regular social enterprise networking events.
- Exploring models for shared service supports for social enterprises across the region.
- Establishing and managing social economy project steering groups, as required.
- Identifying and sourcing new funding streams to create opportunities for expansion of social enterprise supports within the region.
- Achieving and report on key programme indicators, as required by specific programme funders.
- Working collaboratively with a broad range of key stakeholders at local, regional and national level to identify emerging needs for the sector.
- Maintaining compliance with data protection regulations.



Person Specification

Experience and Qualifications

SDCP are seeking a dynamic, innovative, energetic individual who meets the following specifications:

- Significant prior relevant experience / knowledge of social enterprise at national and local levels / third sector development.
- Third level qualification at level 7 or significant prior relevant experience preferably in a business related discipline.
- Proven project management skills and sound commercial acumen and a good working knowledge of finances and financial management.
- A good understanding of corporate governance.
- Excellent report writing skills and a proven ability to compile successful funding applications.
- Can demonstrate an ability to network, liaise and negotiate with local organisations and agencies.
- Experience of working in the area of Community Development and Social enterprise and knowledge of
 - o Social Inclusion Initiatives
 - o Business Development and Sustainability
- Strong organisation skills and experience to plan and manage promotional and networking events.
- A full clean driving licence and access to own transport.



Person Specification

Personal/Professional Attributes

The ideal candidate will have the following attributes:

- An understanding of issues and barriers that face social enterprises working in disadvantaged areas or with disadvantage target groups.
- Excellent organisational and communication skills, presentation and IT skills (working knowledge of a CRM system desirable).
- Ability to prioritise tasks and work to challenging targets.
- Be highly motivated and the ability to work as part of a team as well as on own initiative.



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Application Process

To apply for this role please submit a **cover letter (1 page max.)** outlining your relevant experience / suitability for this position along with an **up-to-date CV (no more than 2 pages)**, including details of referees. Please note that referees will not be contacted without prior permission.

Closing date for receipt of applications is 4.00 p.m. Thursday, 22 April 2021.

Email Applications

Email your CV and Application Letter to jobs@sdcpartnership.ie – subject box to be marked Social Enterprise Development Officer.

Post Applications

Please send three copies of your CV and application letter to:

Administration & Operations Department

South Dublin County Partnership

Unit D1, Nangor Road Business Park

Nangor Road

Dublin 12.

Applications marked Social Enterprise Development Officer



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Application Process

Please note that:

- South Dublin County Partnership is an Equal Opportunities Employer.
- No late applications will be accepted, and canvassing will lead to disqualification.
- Any offer will be subject to satisfactory references.
- This position requires a full clean driving licence and access to own transport.
- Permanent position, subject to the successful completion of a 6 months probationary period.



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