

POSITION: Social Enterprise Development Manager

Location: The Urban Co-op, Enterprise Building, Tait House, Roxboro Road, Limerick

No of Hours: 20 hours per week – Core hours normally Wed to Friday 9:30am – 2.00pm – with some flexibility required and offered also.

Salary: €17,500

Other: This post requires Garda Clearance & 2 professional references

Responsible to:	Board of The Urban Co-Op
Main Purposes of Job:	Social Enterprise Development Manager will report to the Chair and board of The Urban Co-op
Key Tasks:	<ul style="list-style-type: none"> Managing team of 2 staff and all functional areas of The Urban Co-op, including Finance, HR, strategic planning and day to day management functions. Preparing and submitting funding applications and identification of funding sources, initiating contact with same. Liaising with board to develop a coherent annual action plan with detailed and effective projects and activities aligning with the key aims and objectives of the overall co-op business plan. Maintaining positive and effective relationships with suppliers and researching and sourcing new suppliers as requested by the board. Develop a strong communications strategy for The Urban Co-op with identifiable metrics and results to be achieved on monthly basis. Engaging directly and on an ongoing basis, with all involved stakeholders including funding partners and building relationships with new networks and partners. Development of all policies and procedures necessary for the support of The Urban Co-op. Submitting them for review to Board of Directors. Ensuring they are updated annually as required. Drafting and managing bi-weekly (finance) and monthly (operational) reports to the Board. Managing the renovation process of The Urban Co-op and development of site. Managing and supervising of volunteers, building network of volunteers and developing induction and training processes and info pack for all volunteers.

Note: Should you be called for interview you will be required to give a short 10 minute presentation offering your ideas for how Food Co-ops can grow sustainably in Limerick and nationally.

Person Specification

Attributes	Essential	Desirable
1. Education/Training	<p>Good office ICT knowledge & skills.</p> <p>Degree in relevant discipline with experience of retail or service industry.</p>	<p>FETAC level 7 in relevant area.</p> <p>Experience in community/co-operative education and training</p>
2. Relevant Experience	<p>3 years general management experience in a retail or business/local development context.</p> <p>Strong experience of team based working and of managing volunteers</p> <p>Experience of project management techniques, event management and/or business development planning.</p>	<p>2 years experience in social enterprise and business management.</p> <p>Strong Excel skills - experience in managing income and expenditure accounts</p> <p>Experience in growing volunteer base and building communication /time management strategy for volunteers.</p>
4. Skills & Abilities	<p>Excellent communication, presentation and marketing skills.</p> <p>Knowledge and ability to use Microsoft Office suite of programmes.</p> <p>Knowledge and ability to use social media</p> <p>Experience and evidence of ability to build partnerships and network professionally on behalf of the organisation.</p>	<p>Experience of working in a community development setting.</p> <p>Experience of public speaking and presenting to groups.</p> <p>Some experience of SAGE accounts.</p> <p>Experience of developing a communications strategy for an organisation, business or event.</p>
5. Attributes	<p>Demonstrates energy and enthusiasm for working in a team based social enterprise environment.</p> <p>Demonstrates a strong fit with the ethos and values of the Urban Coop. http://www.theurbancoop.ie/about-co-ops.html</p> <p>Demonstrates ability to problem solve and manage difficult situations professionally.</p>	<p>Knowledge of sustainable food sourcing and of local suppliers.</p> <p>Knowledge and enthusiasm for developing the coop model in Ireland.</p> <p>Interest in working with people from various backgrounds and age ranges as volunteers and partners.</p>

**NOTE: 1 year fixed term contract.
Probationary period of 6 months applies.
Training will be offered to right candidate should it be deemed useful.**