

## JUMP START JOB DESCRIPTION

**Job title:** Social Enterprise Development Officer

**Location:** 1 *Social Enterprise Engagement Officer based in IRD Duhallow* **Responsible for:**

The Social Enterprise Development Officer will coordinate the delivery of the JUMP START Social and Sustainable Social Enterprise Training programme and animating project applications to support the Social Enterprise Regeneration Programme.

### General Key Responsibilities:

- Delivering Jumpstart Sustainable Social Enterprise Training Programme within agreed budget;
- Ensure relevant policies and procedures are adhered to
- Support Social Enterprises to develop good governance and management practices.
- Support Enterprises in business planning, marketing and promotion including Social Media.
- Develop the IRD Duhallow Mentor Panel to further support Enterprises and Social Enterprises
- Coordinate blended learning onsite, webinars, virtual and in-person networking events
- Review projects, do presentations, progress reports to management, working groups and Board
- Work in collaboration with our Development Officer teams to maximise opportunities and support across all programmes and initiatives

### Person Specification:

- Knowledge and Experience of the Rural, Community and Social Enterprise Sector;
- Excellent organisation and communication skills.
- Excellent IT skills, including a proficiency in Microsoft office and online communication platforms;
- Excellent reporting and writing skills

### Essential Requirements:

- A relevant 3<sup>rd</sup> Level qualification, at Level 8 e.g. Social Enterprise, Community Development, Business, Economics and or Project Management;
- A minimum of 2 years' experience working in Rural, Community or Enterprise Development
- Full Drivers Licence and own car.

A panel may be established from which future vacancies may be filled

**Application** to include Cover Letter and Current CV to:

Maura Walsh, CEO

IRD Duhallow, James O Keeffe Institute, Newmarket, Co Cork.

[duhallow@irdduhallow.com](mailto:duhallow@irdduhallow.com)

**Closing date 20<sup>th</sup> August 2021**