

Introduction: Community development is central to the work that we do with the goal of having empowered, thriving and flourishing communities across Inishowen. Central to this is the value of: -

- community participation and leveraging the capacity within communities
- supporting individual and community engagement and participation
- robust local collaborations
- support for appropriate active citizenship, complimenting the work that we are engaged to do
- training, education, employment and development opportunities as key drivers in creating self-sufficient vibrant communities
- equality of opportunity and social inclusion – prioritising those in social or economic disadvantage and those who are rurally isolated

In line with our commitments to people, place and progress, as a responsive organization, and to our duty of care to clients, staff and volunteers, Inishowen Development Partnership (IDP) is recruiting for a new position to join our dynamic and committed team. Working with the Team at IDP this position will prioritise our work in Social Enterprise development.

Main purpose of job: The Social Enterprise Officer will be responsible for designing, developing and delivering integrated supports to current and emerging social and community enterprises, throughout the Inishowen Development Partnership area and its Strategic Vision.

Based out of the IDP Buncrana Office, the Social Enterprise Officer will report to Inishowen Development Partnership's (IDP) Joint CEO and the Board of IDP.

The duties of the Social Enterprise Officer will include:

- Co-Ordinate the development of a Social Enterprise Strategy for Inishowen and implementation of the actions.
- Ongoing support to the current Inishowen Social Enterprise Network (ISEN) and building on achievements to date.
- Coordinating, co-designing and delivering training programmes for social and community enterprises including the development of the skills and capacity within the management and staffing structures, e.g governance, communications, management best practice.
- Building relationships and networks with other relevant stakeholders locally, nationally and internationally
- Develop, facilitate and drive strategic collaborative partnerships and networks to support communities to access and participate in appropriate, relevant activities and initiatives.
- Anticipate opportunities and develop innovative project ideas, proposals and applications.
- Support community and social enterprises with identifying and preparing applications for grant aid from the full range of available sources;
- Disseminate information and create awareness to improve knowledge and uptake of the range of finance and other supports available to clients to implement their ideas;
- Report on key performance and programme indicators as required including the development of case studies and any other reporting requirements
- Working as an IDP team member in delivering on the efficient day-to-day running of Social Inclusion Community Activation Programme (SICAP) and complementary programmes ensuring that confidentiality is maintained at all times.
- Undertake other administrative duties and responsibilities as may be assigned in agreement with the CEO and/or Board of Management

Essential Criteria

- A minimum of a QQI Level 8 equivalent in Community Development, Education, Business, Social Science or related field
- A minimum of 3+ years experience of the community and voluntary sector and/or social enterprise sector,
- Dynamic interpersonal and communication skills including the ability to network, liaise and negotiate with other local groups and agencies and to form positive working relationships with local community group committees, social enterprises and funders.
- Excellent report writing skills and presentation skills – Business / Strategic/Community/Social Analysis, Sustainability, Profiling & planning
- Organisational skills & experience to plan and manage promotional and networking events
- Highly motivated and committed to working as part of a team as well as on own initiative
- Demonstrate good IT skills
- Demonstrate budgetary experience
- A full current clean driving licence and access to a car is essential
- Evening and/or weekend work may be required

How to Apply: Please complete the **official application form** and send, accompanied by an up-to-date **CV** and a **cover letter** outlining why you would like to join our team to enquiries@inishowen.ie stating clearly that it relates to the 'Social Enterprise Officer' role. Only those who complete the official application form will be considered for the position.

Closing date for applications: **Friday 10th September 2021 at 12 noon**

All applicants should note that the proposed interview date via Zoom is in the week beginning September 13th, 2021

Salary scale for this position is €34,939 pro rata. Shortlisting will apply and a panel may be formed for future positions in this area of work.

Inishowen Development Partnership is an equal opportunities employer and welcomes applications from all sections of society. The appointment is subject to normal recruitment procedures including Garda/Police Vetting.

