

Job Description and Person Specification	
Job Title	SICAP Enterprise & Social Enterprise Coordinator
Reporting to	Director of Services
Salary	The salary for this role is based on the Co-ordinator Scale, which ranges from €40,926 to €62,441 across 15 points. The starting salary will be determined based on the candidate's experience, with the expectation that the new hire will begin between Point 1 (€40,926) and Point 7 (€50,568) on the scale.
Status	Full-time
Location	Northside Partnership, CDC, Bunratty Drive, Coolock, Dublin 17
About Northside Partnership	<p>The Northside Partnership is a Local Development Company working with individuals and communities in northeast Dublin to bring about positive changes in their own lives and the lives of their community.</p> <p>A registered Charity, we work to improve opportunities for people experiencing poverty and disadvantage and offer a range of programmes and services to support individuals, local organisations and communities across the Northside Partnership catchment area.</p> <p>Our key beneficiaries include long-term unemployed people, early school leavers, those living with addiction issues, disadvantaged families, lone parents and people living with disabilities.</p> <p>Operating from four locations we provide a range of services including the Local Employment Service, Tús Community Work Placement Programme, Micro Enterprise Support, Career Guidance, family support and governance and capacity building support to local community groups.</p> <p>Our work is funded by the Irish Government, charitable organisations and private sources.</p>
What is the purpose of the job?	The Enterprise & Social Enterprise Coordinator is required to lead in the exploration, development and promotion of suitable social enterprise initiatives and to enhance and deliver on the Enterprise programme.
Main Duties of the Role	
Duties	<ul style="list-style-type: none"> To lead and manage the Enterprise and Social Enterprise programmes in line with Northside Partnership's annual plans Strategic and operations oversight of the Enterprise Programme within NSP including provision of enterprise development supports to individuals seeking to establish their own business

	<ul style="list-style-type: none"> • To support and work with individuals who wish to explore self-employment as an option and to assist unemployed individuals in accessing the Back to Work Enterprise Allowance Scheme • Provide assistance to local community groups (LCGs) who wish to develop income streams by helping them carry out research, feasibility studies and prepare business plans via NSP's mentor panel and local development team • Assist LCGs in raising finance to develop social entrepreneurial activities • Assist emerging and established enterprises and social enterprises to develop and expand through the provision of information, referrals and innovative supports
<p>Key Enterprise Participant Facing Responsibilities</p>	<p>Assisting enterprise participants on a one to one basis to:</p> <ul style="list-style-type: none"> • Provide participants with advice and guidance in the areas of compliance and governance requirements • Assist and guide with Revenue Online Services and Companies Registration Office registration • Guide and assist in the preparation Back To Work Enterprise Allowance and Short Term Enterprise Allowance applications through the Department of Social Protection • Provide indepth support with business plans for their enterprises • Create a detailed, bespoke action plan in collaboration with participants. The action plan should be reviewed and updated as required to ensure it meets the needs of the individual • Maintain regular contact with enterprise participants to provide continued support as per funder requirements and update files to reflect same
<p>Enterprise Participants</p>	<p>Guide and assist enterprises participants with regards to external supports and guidance – Local Enterprise Office</p> <ul style="list-style-type: none"> • Provide capacity building through inhouse and other training events • Plan relevant training opportunities for Enterprise Participants • Promote networking opportunities between participants and other relevant organisations • Ensure participants files are updated and actions noted
<p>Social Enterprise</p>	<ul style="list-style-type: none"> • Provide assistance to local social enterprises who wish to develop their business by helping them carry out research, feasibility studies and prepare business plans • Maintain regular contact with Social Enterprises to provide continued support • Assist emerging and established social enterprises to develop and expand through the provision of information, referrals and innovative supports • Assist Social Enterprises in the areas of Governance, research, feasibility studies and business planning.

	<ul style="list-style-type: none"> • Build positive working relationships with existing Social Enterprises in the catchment, evaluating capacity and developing support plans where required ▪ Building effective working relationships with local, regional and national stakeholders in the areas of enterprise and social enterprise development to better lever supports and resources for enterprise and social enterprise development within the NSP catchment
Training	<ul style="list-style-type: none"> • Organise training workshops and events which will assist building participants business capabilities • Identify and work with mentors/trainers with specific skills to deliver training (in line with GDPR guidelines) in the following areas (not an exhaustive list): <ul style="list-style-type: none"> ○ Business Taxation ○ Marketing Strategies ○ Business Planning ○ Bespoke Training Workshops
Advocacy/Mentoring	<ul style="list-style-type: none"> • Advocate on behalf of participants with relevant government bodies or other stakeholders as required • Provide relevant up-to-date information to Enterprise's participants • Mentor Enterprise Participants or access NSPs mentor panel with the required skills to build the participants capability in the area of business development • Work with Enterprise participants to assist them to become self-employed and access relevant grants
Systems and Statistics	<ul style="list-style-type: none"> • Maintain appropriate documentation as required, by collating programme participation data, documenting project successes and challenges and uploading information to both the funders database (IRIS) and NSP internal CRM
Administration	<ul style="list-style-type: none"> • Maintain and update personal action plans and individual files, ensuring files meet SICAP Audit requirements • Manage budget ensuring timely processing of invoices related to Mentoring and training. • Work with the Enterprise team to review the mentor panel annually to ensure it remains fit for purpose. • Provide monthly reports and project updates and findings as requested • Maintain and ensure the security and confidentiality of files in line with both organisational and GDPR requirements • Monitor and report on activities and outcomes to the Director of Services • Undertake administrative duties, related to the post, as required
Teamwork	<ul style="list-style-type: none"> • Work as part of Northside Partnership's team demonstrating a commitment to the organisations mission,

	<p>values and ethos, while also Leading the Enterprise Team supporting your colleagues to deliver funder requirements whilst achieving the best outcome for participants attending the programme</p> <ul style="list-style-type: none"> • Support your team members by using a coaching and mentoring approach and by hosting regular team meetings • Participate in regular integrated services team meetings
Quality	<ul style="list-style-type: none"> • Review programme with a focus on continuous improvement and participant satisfaction • Identify training needs with your line manager and participate in training opportunities appropriate to the role
Additional Duties	<ul style="list-style-type: none"> • Represent NSP on committees and at external meetings where appropriate (DSP, Pobal) • Contribute and adhere to workplace health and safety

Person Specification

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. The person appointed will likely demonstrate a genuine commitment to Northside Partnership's ethos and vision. Northside Partnership is committed to implementing **an Advantaged Thinking** approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with and our staff. The successful candidate will ideally have the skills and attributes as detailed below.

The Enterprise and Social Enterprise Coordinator should have the relevant qualifications or experience and be able to demonstrate this experience and expertise in the following areas:

Qualifications	<ul style="list-style-type: none"> • A third level qualification and or practical experience in a similar type of role is required.
Essential Skills	<ul style="list-style-type: none"> • Demonstrate knowledge of the legislation for self-employment • Knowledge of funding grants related to self-employment and start up businesses • Demonstrated high level written and verbal communication skills • Strong organisational skills and ability to manage multiple tasks • Demonstrated ability to work in collaboration with multidisciplinary stakeholders
Desirable Skills	<ul style="list-style-type: none"> • Knowledge of the IRIS system is an advantage • The ability to be flexible and creative in a changing environment • Have worked previously in a local community and/or voluntary setting • A Level 7 qualification or higher in a relevant area (e.g., Adult Guidance, Community Studies, Career Guidance, etc.).

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Good leadership, motivational and organisational skills • Ability to listen and relate to people from a wide range of backgrounds and have an awareness of services within the catchment area • Demonstrate ability to work within a community / voluntary setting in a manner that is welcoming, flexible and professional • Have excellent interpersonal skills and the ability to work effectively with other staff members, community, statutory and social partners and with community • Demonstrate the ability to work on own initiative confidently
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<p>Terms and Conditions of Employment</p>	
<p>Location</p>	<p>Northside Partnership, Coolock Development Centre, Bunratty Drive, Dublin 17.</p>
<p>Salary</p>	<p>The salary for this role is based on the Co-ordinator Scale, which ranges from €40,926 to €62,441 across 15 points. The starting salary will be determined based on the candidate's experience, with the expectation that the new hire will begin between Point 1 (€40,926) and Point 7 (€50,568) on the scale.</p>
<p>Contract Hours</p>	<p>Full-time</p>
<p>Annual Leave</p>	<p>22 working days exclusive of public holidays with one additional day awarded after each year of service up to 25 days. 30 Days having completed 10 years of service.</p>
<p>Probation</p>	<p>A probationary period of six months will apply.</p>
<p>Pension</p>	<p>Northside Partnership operates a defined contribution group pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period.</p>