

## Job Description & Person Specification

### Network Training Coordinator

#### **The Organisation**

Social Enterprise in Ireland has a home. We are here to help social enterprises, social entrepreneurs and social innovators in getting their idea off the ground and providing the supports to grow. We are here to build a network that will change and impact their social mission as well as foster an entrepreneurial sphere of passionate and ground-breaking models of social change. We are here to support an open and inclusive network for social enterprises, social entrepreneurs and social innovators.

There are three pillars to the work of the Irish Social Enterprise Network -

**Network** - We run events and networking opportunities throughout the year. We aim to bridge the gap between social enterprises across Ireland.

**Education** - We aim to point you in the right direction to get your idea off the ground or take your organisation to the next level.

**Advocacy** - We aim for an Ireland where social enterprises are recognised as being a valuable and necessary part of the economy and society.

We are embarking on an exciting new chapter of the Irish Social Enterprise Network and require a dynamic team with a number of key roles to deliver on our strategic plans for the next three years.

#### **The Role**

The Irish Social Enterprise Network is developing a small staff team to grow and run the network. We are now recruiting a Network Training Coordinator as one of this team. This post-holder will report to the CEO of ISEN and will work in conjunction with other members of the team as it grows. The Network Training Coordinator will also liaise directly with the Steering Group established to provide oversight of the training programme.

The Network Training Coordinator will ultimately be responsible for the day to day running of the training project. This is a full-time position to implement the programme as per the agreed funding contract with Pobal and to ensure the agreed outputs are met.

The following outlines some of the tasks the Network Training Coordinator will assume:

- Implementing programme, task and action points as arising from steering group meetings.
- Achieving contractual targets with Pobal relating to project budget, network events, training days and participants attending programmes.

- Scheduling events and training sessions, including identifying venues, catering, speakers/tutors and contributors
- Recruiting participants for the programme from ISEN's membership and wider social enterprise network as per targets
- Reporting against agreed key performance indicators, including the collection of information on the outcomes for each participant arising from attendance at an event within the programme.
- Ongoing publicity and PR for the project, individual events and the training programme
- Ensuring effective communication to all project partners, participants and contributors to the training programme.
- Coordinating steering group meetings and liaising with the Chairperson to agree agendas, objectives and actions required before each meeting.
- Updating the steering group with regard to progress relating to the financial and training activity

#### *Administration*

As a member of a small team, it will be essential for this post-holder to work closely and effectively with both the ISEN CEO, the ISEN Board of Directors, and other team members. Where appropriate, the post-holder may be required to undertake the following activities;

- Attend and support board meetings and formal general meetings of the network, as required.
- Work with the CEO and Board of Directors to develop the organisation's business and strategic plans.
- Support the ISEN CEO and Board of Directors in establishing a well-functioning organisation
- Other tasks as directed by the CEO and/or the Board of Directors.

#### **The Person**

The ISEN Network Training Co-ordinator should meet the following criteria;

#### *Essential Criteria*

The experience of the successful candidate would include the following:

- Proven project management experience. A previous role in Education, Training & Development or HRM would be an advantage
- Marketing and sales experience - a natural communicator who can confidently source participants, trainers and other contributors for events, training sessions and programmes
- Ability to manage budgets

#### *Competencies Required*

The competencies of the successful candidate would include:

- Excellent communication skills including IT skills
- Numerate and able to generate financial and qualitative reports on activities.
- Attention to detail and ability to complete projects

- Excellent organisation skills and ability to work on own initiative
- You are able to work on your own initiative, meet deadlines and cope with competing demands and pressures.
- You enjoy being a part of a small team and have an understanding of social enterprise and a passion for social change.

### **Terms and Conditions of employment**

**Contract:** Subject to funding, this contract will run from mid-December 2019 to June 30<sup>th</sup> 2020. This contract will only be renewable subject to funding.

**Based:** Dublin

**Salary scale** €28,000 - €34,000 dependent on experience per annum pro rata. Starting salary will be based on experience

**Annual Leave:** 23 days per annum pro rata, plus public holidays

A probation period of three months will apply.

The Irish Social Enterprise Network aims to be a good practice employer and an employee pension scheme is currently being explored.

We will encourage and provide training and support for personal development.

As noted, flexible hours working will be considered.

Some element of travel and evening work is required, and a time-off-in-lieu system will apply.