

DLDC - Job Description

Enterprise Project Officer - 2018 - 2022 (SICAP)

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| Job Title: | Enterprise Project Officer (SICAP) | |
| Reporting To: | Enterprise Team Leader | |
| Employer: | Donegal Local Development CLG (DLDC) | |
| Main Purpose of Role: | The Enterprise Officer will be required to work as a member of the SICAP Goal 2 Individual Supports - Enterprise Team to provide one-to-one support to people who are unemployed or under-employed and to help them to explore opportunities for self-employment and set up a new business. | |
| SALARY: | Project Officer Scale | |
| Conditions of Work: | <ul style="list-style-type: none"> • The Project Officer will be required to work 21 hours a week • A probationary period of at least six months will apply. • This is a six-month fixed term contract that may be extended, subject to funding. • Main base will be Donegal Town but alternatives may be available. | |
| Main Duties | | |
| 1 | To work as a member of the Enterprise Team in providing comprehensive services for people who are unemployed. | |
| 2 | To prepare clients for self-employment through the provision of individual support, training and educational opportunities, as well as providing a range of tailored supports for participants on the Back to Work Area Enterprise Scheme (BTWEA). | |
| 3 | To manage and monitor own caseload of self-employment clients. | |
| 4 | To report client data on the Pobal's monitoring platform, IRIS. | |
| 5 | To design or tailor, as appropriate, material for use in development and/or training initiatives as well as sourcing and co-ordinating programmes for delivery by external consultants | |
| 6 | To monitor mentoring services contracted by DLDC. | |
| 7 | To assist with the management of the budget for the programme. | |
| 8 | To liaise with key agencies and networks in Donegal. | |
| 9 | To provide general guidance on the support and funding available to unemployed people from other programmes and agencies. | |
| 10 | To liaise with relevant agencies' working groups and networks. | |
| 11 | To work closely with other officers and staff in DLDC to ensure maximum effectiveness in the implementation of the SICAP Programme. | |
| 12 | To undertake other duties as directed by the Individual Supports Manager, CEO or Board of Management. | |
| Core Competencies | | Essential |
| 1 | Knowledge of Running a Business | The Officer will be required to demonstrate detailed knowledge of running a business, with a minimum of three years' relevant experience or a 3rd level qualification in Business or Accountancy. |
| 2 | Knowledge of Local Environment? | The Officer will have experience of having worked in the area of self-employment. They will have an understanding of Local Development and Partnership Companies in Ireland and their target groups, knowledge and experience of the voluntary/community sector as well as extensive knowledge of enterprise supports and services to the unemployed. They will have experience of working with disadvantaged adults in a developmental capacity and demonstrate an awareness of the needs of the unemployed, a knowledge of the labour market, and a commitment to the promotion of equal opportunities. |

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| 3 | Interpersonal & Liaison Skills | The Officer will be required to be able to liaise effectively and efficiently with groups and agencies providing services to the unemployed. The Officer will be required to act as a positive and contributing member of the wider staff team within DLDC. |
| 4 | Project Management Skills | The Officer will be required to produce timely and relevant reports for the various Evaluation Committees, Board and other groups within the DLDC structure. You must demonstrate clearly your experience of organising, managing and prioritising own workload. A good working knowledge of the standard suite of business- related software and IT packages is essential. |
| 5 | Motivation and report writing skills | The Officer will be required to be a flexible, motivated self-starter who can communicate effectively. They will work well as part of a team and also on their own initiative. They will have good report writing and presentation skills, together with budgetary experience. |
| 6 | Communication skills | You will have experience of forming good working relationships with organisations and communities, combined with excellent communication and listening skills. You will have excellent verbal and written abilities. You will respect the confidentiality of your clients at all times. |
| 7 | Other | You will have demonstrated financial/commercial acumen skills in a working environment. You will hold a clean, current driving license. Evening and/or weekend work may be required. |
| Core Competencies | | Desirable |
| <ul style="list-style-type: none"> • Experience of facilitating business/financial workshops and providing one-to-one support in a similar area. | | |
| <p>DLDC reserves the right to enhance criteria, dependent on the responses received to the advertisement. A panel may be formed from this recruitment process.</p> | | |

HR/Operations Manager
22.07.21