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| <b>Job Title:</b>            | <b>Social Enterprise Officer</b>  |
| <b>Reporting To:</b>         | Community Development Manager   |
| <b>Employer:</b>             | Donegal Local Development CLG (DLDC)  |
| <b>Main Purpose of Role:</b> | <p>The Social Enterprise Officer will support the development of Social Enterprise across the DLDC catchment area in Co. Donegal. They will support the development of the Social Enterprise Strategy for DLDC. The successful candidate will assist with the implementation of the actions planned under Goal 1 of the Social Inclusion and Community Activation Programme.</p> <p>The Social Enterprise Officer will support the delivery of the Social Enterprise programme of activity for DLDC. They will be required to meet with social enterprises to provide advice, guidance, development supports, mentoring and facilitation as required.</p>   |
| <b>Conditions of Work:</b>   | <ul style="list-style-type: none"> <li>• The Social Enterprise Officer will be required to work 35 hours a week.</li> <li>• A probationary period of six months will apply.</li> <li>• The contract terms will run for the duration the SCIAP programme ending in 2028 and is subject to funding.</li> </ul>  |
| <b>Remuneration</b>          | <p>Specialist Officer level salary – information available on request</p> <ul style="list-style-type: none"> <li>• Benefits include: <ul style="list-style-type: none"> <li>○ Eligibility for a 6% employer-contributed pension scheme</li> <li>○ 25 days annual leave &amp; other leave options</li> <li>○ Flexible and hybrid working options</li> <li>○ Travel and subsistence allowance</li> <li>○ Learning and development opportunities</li> <li>○ Employee Assistance Programme</li> </ul> </li> </ul>   |
| <b>Main Duties</b>           |   |
| <b>1</b>                     | <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the delivery of the Social Enterprise programme of activity for DLDC.</li> <li>• Support the growth and development of existing and new social enterprises across the DLDC catchment area, ensuring key targets are achieved.</li> <li>• To support the development and sustainability of Social Enterprise across the DLDC catchment area and to foster growth and development of existing and new Social Enterprises, ensuring key targets are achieved.</li> <li>• To provide business mentoring support to existing and start-up Social Enterprise</li> <li>• Supporting social enterprises to: <ul style="list-style-type: none"> <li>○ Undertake research on prospective corporate, major, trust and public donors and develop new fundraising ideas, products and events and market them</li> <li>○ Write reports for trusts and foundations on the use of existing grants and maintain and update donors' records on a fundraising database</li> <li>○ Analysing fundraising progress on a monthly or periodic basis</li> <li>○ Arrange fundraising events and tours of the social enterprise's projects for potential donors</li> <li>○ Liaise with external agencies such as telephone or street fundraising agencies</li> </ul> </li> <li>• Support existing Social Enterprises to review and update their Social Enterprise business plans and explore the potential to expand.</li> <li>• Provide/organise facilitated development/training workshops in response to the needs of Social Enterprises &amp; design as appropriate, material for use in customised development or training initiatives.</li> <li>• Provide guidance, learning and support with applications on funding opportunities available through SICAP and other programmes and agencies.</li> <li>• Support the delivery of Social Enterprise policy in the county and keep up to date with developments in Social Enterprise policy and legislation at regional and national level.</li> </ul> |

|                   | <ul style="list-style-type: none"> <li>Proactively promote the National Social Enterprise Policy for Ireland 2024-2027 and the DLDC Social Enterprise Strategy throughout the catchment area, through a variety of media including information sessions, local media, outreach, site visits etc.</li> <li>Support, develop, monitor, and manage own caseload of Social Enterprise Groups efficiently and effectively in line with good governance and established company and funders procedures and guidelines.</li> </ul>  |   |
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| 2                 | <p><b>Report Writing, Monitoring and Evaluation</b></p> <ul style="list-style-type: none"> <li>Work with the Community Development Manager to ensure that appropriate monitoring and evaluation mechanisms are in place in order to gauge the effectiveness of the work of the Social Enterprise team within the SICAP Goal 1 department.</li> <li>Research and develop case studies on the impact of the SICAP programme on Social Enterprise.</li> <li>Provide oral and written reports to the Community Development Manager and relevant Working Groups on progress and issues of relevance.</li> <li>Continuously update the Pobal IRIS monitoring system.</li> <li>Provide regular updates on Programme against OKRs.</li> </ul>  |   |
| 3                 | <p><b>Policy, Networking and Funding</b></p> <ul style="list-style-type: none"> <li>To plan, organise and manage networking and promotional events to promote and support Social Enterprise.</li> <li>To develop, and promote the Social Enterprise Network.</li> <li>To contribute to Social Enterprise policy development in the County and keep up to date with developments at regional and national level.</li> <li>To provide guidance, and support applications on funding available through other programmes and agencies.</li> <li>Keep up to date with national policies and their potential impact on Social Enterprise.</li> <li>Keep up to date with relevant regional and national developments through networking as appropriate.</li> <li>Liaise with key agencies within the County and other networks.</li> <li>Participate in both internal and external working groups, committees, teams, networks etc. as are relevant to the Social Enterprise Team/SICAP Goal 1 Team/DLDC.</li> <li>To liaise with key agencies within the County and other networks.</li> <li>To be willing to work evenings and/or weekends as required.</li> <li>To demonstrate a willingness to take on additional duties as and when required.</li> </ul> |   |
| Core Competencies |  | Essential   |
| 1                 | <b>Knowledge and experience of fundraising best practice</b>   | <p>You will have demonstrable experience and knowledge of how to run effective fundraising campaigns for social enterprises and/or community groups. This may include but is not limited to:</p> <ul style="list-style-type: none"> <li>Latest approaches fundraising</li> <li>Knowledge of best practice</li> <li>Prior experience running successful fundraising campaigns and events.</li> </ul> |
| 2                 | <b>Knowledge of Social Enterprise</b>  | <p>You must have demonstrable detailed knowledge and experience of social enterprise, including but not limited to:</p> <ul style="list-style-type: none"> <li>new developments in supports for social enterprises</li> <li>the challenges faced by social enterprises in Donegal</li> <li>business development and sustainability</li> <li>Local Development and Partnership Companies</li> </ul>  |
| 3                 | <b>Interpersonal &amp; Liaison Skills</b>  | <p>You will have developed, effective and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust with all involved.</p>  |

## Job Description

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| 4  | <b>Project Management Skills</b> | The Social Enterprise Officer will be required to produce timely and relevant reports for the various steering committees, board meetings and other groups within the DLDC structure. Applicants must demonstrate clearly their experience of organising, managing and prioritising own workload.<br>A good working knowledge of the standard suite of business- related software and IT packages is essential.  |
| 5  | <b>Self- Motivation</b>          | You will be highly motivated and committed to working as part of a team as well as on own initiative. You will be required to demonstrate experience of organising, managing and prioritising own workload   |
| 6  | <b>Communication</b>             | <ul style="list-style-type: none"> <li>You will have experience of forming good working relationships with organisations and communities, combined with excellent written, verbal communication and listening skills.</li> <li>You will have experience of group facilitation skills.</li> </ul>   |
| 7  | <b>Reporting</b>                 | You will clearly demonstrate working knowledge of excellent report writing skills and presentation skills across Business/Strategic planning.  |
| 8  | <b>Skills/Experience</b>         | <ul style="list-style-type: none"> <li>You will hold a recognised Third Level qualification in Business Management / Community Development <b>and /OR</b></li> <li>A minimum of three years' relevant work experience in the area of Community Development with demonstrable detailed knowledge and experience of social enterprise.</li> <li>You will have a proven track record in delivering programmes/projects.</li> <li>You will be able to demonstrate a commitment to integrating equality, social inclusion and anti-poverty principles into Community Development practice.</li> <li>You will be required to be a self-starter with good financial, and administration skills.</li> <li>You will be proficient in the use of Microsoft Office suite of programs particularly Word, Excel and PowerPoint.</li> <li>You will have experience of inter-agency liaison.</li> </ul> |
| 8  | <b>'Other'</b>                   | You must hold a clean, current driving license.  |
| <b>Core Competencies</b>   |                                  | <b>Desirable</b>   |
| <ul style="list-style-type: none"> <li>Experience of working day to day in/with a Social Enterprise</li> <li>Experience in the use of the Department's Reporting System IRIS.</li> <li>Experience of generating trading income – whether in a social enterprise or enterprise setting.</li> <li>External experience on community-based committees/boards et al.</li> </ul> |                                  |  |
| <p><b>DLDC reserve the right to enhance criteria, depending on the response to the advertisement.<br/>A panel may be formed from this recruitment process.</b></p>   |                                  |  |

### Application Process

To apply for the position, **please submit by email a Letter of Application together with a current Curriculum Vitae and clearly outline how you meet the criteria to:** HR Department at: [vacancies@dldc.org](mailto:vacancies@dldc.org)

- The closing date for receipt of applications is **Friday 9<sup>th</sup> May 2025**
- Interviews are likely to take place on the week of **19<sup>th</sup> May 2025**.

*We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled. Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify.*