

Social Enterprise Senior Project Administrator

6-month contract

Full or Part Time option will be considered

The Senior Project Administrator will be responsible for the administration of a new project that involves the delivery of a range of training and mentoring supports to social enterprise organisations in the eastern part of Dublin County and North Wicklow.

The post holder will work with the Social Enterprise Development Officer and Senior Manager – Enterprise and Employment within SDCP as well as support the Social Enterprise Officers across the region to deliver the key objectives and required deliverables of the project.

The role presents a valuable opportunity for the successful candidate to work in a challenging, target driven and dynamic working environment.

Duties will include:

- Work with the SE Development officers across the consortium to support the implementation and delivery of Programme, ensuring targets and all key performance indicators are achieved within agreed expenditure budget and in line with company and funder requirements.
- Collect all programme data from SE Development Officers in each area and ensure this is managed and retained in line with funder requirements and assist with monitoring and evaluating each programme deliverable in line with consortium and funder specifications
- Support with the implementation of the communications and promotional campaign to promote the programme to Social Enterprise organisations across the region
- Assist with the coordination of activities of field-based personnel - trainers, mentors, coaches, external evaluation team involved in programme delivery
- Compile data and statistical analysis for monthly management reports and prepare programme progress reports as required by project consortium and funder
- Participate fully and work effectively within the SDCP Enterprise and Employment team and the wider consortium stakeholders
- Work in collaboration with a range of external agencies in the area to support with the delivery of the Programme

Person Requirement

- Educated to at least level 6 on the Irish National Framework of Qualification
- Relevant work experience in a similar role
- Demonstrate an understanding of the social enterprise sector
- Good project management skills and focus on delivery of deadlines
- Experience of organising events would be an advantage
- High level of MS Office expertise and some experience of using a CRM database would be advantageous



- Excellent written and verbal communication skills
- A keen eye for detail, ensuring accuracy in all aspects of the work
- Motivated to complete tasks to a high standard
- Ability to work as part of a team and work with a range of external stakeholders
- Excellent time-management skills, ability to be flexible, manage multiple tasks as well as prioritise and meet deadlines

Travel will be required so a full clean driving licence and access to a vehicle will be required.

Salary will be commensurate with experience

Application Process:

By Post:

Applications marked **Social Enterprise Senior Project Administrator** Please include a cover letter (1page max.) outlining your relevant experience / suitability for this position along with an up-to-date CV (no more than 2 pages), including details of referees. Please note that referees will not be contacted without prior permission, to be sent to

Administration & Operations Department
South Dublin County Partnership
Unit D1, Nangor Road Business Park
Nangor Road
Dublin 12.

Or by email to jobs@sdcpartnership.ie – subject box to be marked **Social Enterprise Senior Project Administrator Job Reference 33/2021 Marked Full or Part Time Position**

Closing date for receipt of applications is 4.00 p.m. Friday 27 August 2021

Please note that:

- South Dublin County Partnership is an Equal Opportunities Employer
- No late applications will be accepted, and canvassing will lead to disqualification
- Any offer will be subject to satisfactory references
- This position requires a full clean driving licence and access to own transport