**JOB DESCRIPTION**

**COMMUNITY DEVELOPMENT & SOCIAL ENTERPRISE OFFICER**

**GALWAY CITY PARTNERSHIP**

**Purpose of Job:**

Galway City Partnership is looking for a dynamic person to join our Community Development team.

You will play an active part in the development, implementation and monitoring of GCP actions, policies and procedures. Your brief will be to support community groups across the city and an element of this role will be to identify and enable the development of sustainable social enterprises.

This role is funded as part of the Social Inclusion Community Activation Programme (SICAP).

**Responsibilities of the Community Development & Social Enterprise Officer.**

**Community Development:**

* Active support and facilitation of community groups at the various stages of their development.
* Liaison with statutory bodies, voluntary agencies and community groups in the development of strategies and action plans to combat social exclusion.
* Development of policy positions in relation to topics such as social inclusion & equality
* Preparation of funding submissions, report writing, project analysis.
* Completion of all relevant reports & management of budgets in accordance with funder guidelines.
* Support the work of relevant Galway City Partnership sub structures.
* Represent Galway City Partnership on relevant structures as required.
* Supervision of students in the Community Development section of organisation
* Management of written and electronic filing systems.

**Social Enterprise:**

* Promote a social enterprise culture with local community stakeholders.
* Identify and nurture potential & trading social enterprises by providing mentoring and training supports as needed.
* Provide business planning support to emerging enterprises.
* Develop the necessary operational structures within groups to support the launch of new social enterprises.
* Take an active role in the operational delivery of selected social enterprises.
* Review and update a social enterprise strategy for the company.
* Be accountable for managing approved pilot enterprises.
* Represent GCP developed Social Enterprises.
* Implement agreed activities to create and nurture sustainable social enterprise
* Ensure the implementation of agreed business objectives for social enterprises
* Creation of a local network / directory of social enterprise business and their leaders.
* Identifying and securing funding.
* Engage with, and provide appropriate information to, funders/stakeholders

**Skills Required:**

The successful candidate will:

* Hold a relevant third-level qualification in community development/ social sciences.
* Have more than two years practical experience working in community with a demonstrated community development approach to working with the most marginalised.
* Demonstrate a thorough understanding of community based approaches to tackling social, economic and cultural exclusion in line with Community Development principles.
* Demonstrate a thorough knowledge of social exclusion and an understanding of the issues affecting our target groups.
* Clearly demonstrate an interest and ability in supporting groups to explore and establish social enterprises.
* Demonstrate their commitment to human rights and social justice and to work from an anti-racist perspective
* Demonstrate the ability to work with a diverse range of local stakeholders, including; community groups, social enterprises, statutory agencies, local agencies and funders.
* Excellent communication, facilitation and interpersonal skills
* Demonstrate a passion, energy and positive attitude towards our work.
* Demonstrate the ability to set clear objectives and achieve defined targets.
* Demonstrable capacity to work on own initiative and as part of a team
* Ability to work with a wide range or stakeholders
* Demonstrate an understanding of the overall integrated programme of work of Galway City Partnership.

**Desirable**

* Hold a relevant qualification in business.
* Be able to complete comprehensive business plans as part of application processes.
* Full driving licence and access to transport.

This position is fulltime, 35 hours per week over 5 days, and the salary is €30,572 per annum.