

# Mobile Coffee Van Coordinator

## Location

Galway City & Surrounds

## Contract & Salary Details:

2-year Full Time Fixed Term Contract - 39 hours per week with flexible working hours led by business demands – reporting to Service Manager.  
Salary commensurate with experience and qualifications.

## Job Purpose:

- To coordinate and run the day to day operations of the social enterprise mobile coffee van ensuring it is profitable and operating safely and within full compliance.
- To support and coordinate the ongoing training & development of volunteers, and staff.

## Role Specific Duties & Responsibilities:

- Proactively support and contribute to the development and growth of 79G social enterprise mobile coffee van.
- Collaborate openly and constructively within the team to build a strong customer base, reputation, social media presence, and outcomes for participants.
- Build positive working relationships with all stakeholders of the social enterprise.
- Be a constant and consistent mentor for participants, staff and volunteers.
- Operate the social enterprise in a profitable and safe manner at all times.
- Be flexible and adapt to achieve optimal financial and business results.
- Maintain a systematic and timely approach with recording systems & requirements.
- Work in line with all of the organisational policies and procedures
- Maintain confidentiality on all matter relating to staff, volunteers, participants and organisational general business.
- Act as First Aid Responder as required.
- Attend and participate in training as required and participate proactively in personal development and the supervision process.
- All other duties as may be from time to time requested by management and which are consistent with your job and responsibilities.

<p><b>Person specification:</b></p>	<p><u><b>Essential Requirements</b></u></p> <ul style="list-style-type: none"> <li>▪ Qualifications that you can demonstrate are relevant to this role and the role specific duties &amp; responsibilities.</li> <li>▪ Flexible working hours (e.g. working every other weekend and evenings as business requires).</li> <li>▪ Having a full clean Irish (manual) driving licence &amp; to be able and willing to drive the Mobile Coffee Van.</li> <li>▪ Previous experience in a supervisory role, coordinating or managing a project.</li> </ul> <p><u><b>Highly Desirable</b></u></p> <ul style="list-style-type: none"> <li>▪ Experience providing training</li> <li>▪ Access to your own car for work</li> </ul>
<p><b>To apply:</b></p>	<p>All applications should be submitted on the Galway Simon Community application form. Application form and detailed job description can be obtained from <a href="http://www.galwaysimon.ie">www.galwaysimon.ie</a></p> <p>Applications must be submitted to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a>, or by post to HR Dept, Galway Simon Community, 11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway H91EAYO by <b>5pm on Sunday 11<sup>th</sup> December 2022.</b></p> <p>If you have any questions in relation to this position please contact the HR department via email <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a></p>
<p><b>All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.</b> Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	