

Social Enterprise Officer (Mobile Coffee Van)

Location:	Galway City & Surrounds
Contract:	2-year Fixed Term Contract (with potential to develop into a permanent role), 39 hours per week with flexible working hours led by business demands
Reports to:	Service Manager
Salary Details:	€32,480 – €47,025
Job Purpose:	<ul style="list-style-type: none"> To coordinate and manage the day to day operation 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, staff & social enterprise participants.
Role Specific Duties & Responsibilities:	<ul style="list-style-type: none"> Proactively support and contribute to the development and growth of Galway Simon Community social enterprise programme. 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 in the social enterprise. Set clear business objectives and implement agreed activities to create and nurture a sustainable and profitable enterprise. Identify and secure funding. Provide mentoring and training supports for participants, staff and volunteers. Operate the social enterprise in a 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>Person specification:</p>	<p><u>Essential Requirements</u></p> <ul style="list-style-type: none"> ▪ Hold a relevant qualification to a minimum of QQI level 7 in community development/social sciences/social enterprise related or equivalent. ▪ A minimum of 3 years’ practical experience working in a role where you can demonstrate examples from your experience that would be relevant to this role’s specific responsibilities (<i>examples can include: operating a profitable business, social enterprise, or working in community development, with a demonstrated approach to working with marginalised groups</i>). ▪ Have a strong business acumen linked to Social Impact. ▪ Demonstrate the ability to work with a diverse range of stakeholders, including; community groups, social enterprises, statutory agencies, local agencies and funders. ▪ Have a positive, proactive, solution-focused outlook and approach to the work. ▪ Proven ability to manage people, train, develop and mentor participants (staff and volunteers). ▪ Demonstrable capacity to work on own initiative and as part of a team effectively. ▪ Demonstrate a passion, energy and positive attitude towards the work of Galway Simon Community. ▪ Be flexible with working hours including evenings and weekends. ▪ Having a full clean Irish (manual) driving licence & be able and willing to drive the Mobile Coffee Van. <p><u>Highly Desirable</u></p> <ul style="list-style-type: none"> ▪ Experience of working with vulnerable people with limited work experience. ▪ Some knowledge or experience of the impact of psychological trauma. ▪ Access to your own car for work. ▪ Having previously operated a profitable business or social enterprise.
<p>To apply:</p>	<p>All applications should be submitted on the Galway Simon Community application form. Application form and detailed job description can be obtained from www.galwaysimon.ie</p> <p>Applications must be submitted to jobs@galwaysimon.ie, by 5pm on Sunday 2nd October 2022</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	