

## Social Enterprise Operations Manager

<b>Job Title:</b>	<b>Social Enterprise Operations Manager</b>
<b>Location</b>	Galway City
<b>Contract Details:</b>	2-year Full Time Fixed Term Contract - 37 hours per week
<b>Salary Details:</b>	Commensurate with Experience
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To coordinate and manage the day to day operations of the social enterprise coffee shop venture ensuring it is profitable and operating safely and compliant.</li> <li>▪ To support the ongoing training &amp; development of volunteers, staff &amp; social enterprise participants.</li> </ul>
<b>Main duties &amp; Responsibilities:</b>	<p><b>Role Specific</b></p> <ul style="list-style-type: none"> <li>▪ To proactively support and contribute to the development and growth of Galway Simon Community social enterprise.</li> <li>▪ To collaborate openly and constructively within the team to build a strong customer base, reputation, social media presence, and outcomes for participants.</li> <li>▪ To build positive working relationships with all stakeholders of the social enterprise.</li> <li>▪ To be a constant and consistent mentor for participants, staff and volunteers.</li> <li>▪ To operate the social enterprise in a profitable and safe manner at all times.</li> <li>▪ To be flexible and adapt to achieve optimal financial and business results.</li> <li>▪ To maintain a systematic and timely approach with recording systems &amp; requirements.</li> <li>▪ To work in line with all of the organisational policies and procedures</li> <li>▪ To maintain confidentiality on all matter relating to staff, volunteers, participants and organisational general business.</li> <li>▪ To attend and participate training as required and participate proactively in personal development and the supervision process.</li> <li>▪ To carry out all duties with reasonable care &amp; act as First Aid Responder as required.</li> <li>▪ All other duties as may be from time to time requested by management and which are consistent with your job and responsibilities.</li> </ul> <p>This Job Description is intended to indicate the broad range of responsibilities and requirements of the position. It is neither exhaustive nor exclusive but while some variation can be expected in particular duties, as the position evolves, the outline is considered to provide a reasonable general description of the position.</p>

<b>Person specification:</b>	<p><b><u>Essential Requirements</u></b></p> <ul style="list-style-type: none"> <li>▪ Qualifications that you can demonstrate are relevant to this role and the role specific responsibilities.</li> <li>▪ A minimum of 3 years' experience working in a role where you can demonstrate with specific examples, your experience relevance to the role specific responsibilities (examples might be: managing a profitable coffee shop/enterprise, managing people, personal development, life coaching, mentoring, training, education and training).</li> <li>▪ Being flexible with working hours including weekends.</li> <li>▪ Having a full clean Irish (manual) driving licence.</li> <li>▪ Access to your own car for work purposes.</li> </ul> <p><b><u>Highly Desirable</u></b></p> <ul style="list-style-type: none"> <li>▪ Experience of working with vulnerable people with limited work experience.</li> <li>▪ Having a positive, proactive, solution focused outlook and approach to your work.</li> </ul>
<b>To apply:</b>	<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 H91EAY0 <b>by 5pm 28<sup>th</sup> May 2023.</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 style="text-align: center;">Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community</p>	