

Role Introductions – Social Enterprise Exchange Project Manager (Part Time) & Social Enterprise Exchange Researcher (Part Time) to join the team.

We are on the lookout for a **Project Manager** with relevant experience of delivering projects on a regional and national level. This role will require 2 days per week. The ideal candidate will have a positive disposition, leadership and effective communication skills. A proven background in planning, organising, and implementing projects from concept to delivery. Risk, good governance and financial management skills are also a must along with a track record in managing projects, delivering work packages & building relationships with stakeholders on a national level. In this role you will act as a Key Representative for the project. This role is Part Time – 2 days per week and located in the midlands region.

We are on the lookout for a **Social Enterprise Researcher** with a background and passion in social enterprise & community to join our team at The Cluster Centre, Athlone. This position is 3 days per week. The ideal candidate will require a strong background in research discipline - data gathering, data analysis, report writing & communication. Good people & community skills are necessary. The researcher will design and implement the data gathering strategy to gather & map the social enterprise base across the midlands region. You will be responsible for the research design, formulation, and implementation of the data framework, good data governance, along with reporting, presenting, communicating the data and aligning with national initiatives.

Project Manager. Part Time. 2 days per weeks.

Social Enterprise Researcher. Part Time. 3 days per week.

Both roles are FTE €36k and based in the Midlands region.

SEE Project Manager Key responsibilities:

- Oversee operations, planning, resources, budgets & financial reporting of projects
- Deliver on the project corporate communications, brand development & online presence
- Lead and support the project team and stakeholders - prepare & present plans, progress reports and deliverables to relevant groups and committees
- Build & maintain excellent internal and external relationships.
- Organise annual regional conference
- Work closely with Social Enterprise Researcher to ensure the project consistency, governance & scalability
- Work closely with Project Director on project deliverables and governance
- Ensure projects are within budget and on delivered on time
- Perform risk and quality management to minimize risk and ensure high standards are achieved

Other requirements:

- Minimum 5 years post qualification experience
- Proven project management of a publicly funded project
- Excellent IT skills, experience with Microsoft Office and the ability to use a broad range of software and online applications to prepare reports and information
- Excellent communication, relationship building and leadership skills

Application

To apply for this position, please email a CV(2 pages) and a cover letter(1 page) demonstrating how your skills and experience match the requirements of the role as outlined above. Please email applications to: info@clustercentre.ie Closing date for applications: **12pm, Friday 21st January 2022.**

SEE Social Enterprise Researcher Key responsibilities:

- Connect & build upon with existing Social Enterprise research frameworks.
- Gather & map the Social Enterprise base across 6 counties.
- Design a data framework to oversee the gathering, collection, preservation and reporting & presentation of data.
- Build in good data governance & scalability in the data framework
- Inform the design of an online regional enterprise register
- Capitalise, liaise, engage with and build relationships with established social enterprise networks locally, nationally and international best practice.
- Present project developments and progress reports for committees, conferences & regional presentation

Other requirements:

- Degree in business or related field
- Requires a proven research discipline & community interest
- Track record in thesis, report writing & policy submissions
- Personable, organised; logical thinker; reliable - ability to distil large amounts of information into structure
- Social media skills
- Excellent person, relationship and team building skills

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