

## **Bridge Enterprise Centres: Business Executive** **(<https://www.activelink.ie/node/116405>)**



### **We're Hiring: Business Executive**

**Job Title:** Business Executive

**Location:** Bridge Enterprise Centres, Nutgrove Way, Dublin 14

**Reports to:** CEO

**Website:** [www.bridgeec.ie](http://www.bridgeec.ie) (<http://www.bridgeec.ie/>)

### **About Bridge Enterprise Centres**

Bridge Enterprise Centres (BEC) is a vibrant community enterprise with campuses in Sandyford and the headquarters in Nutgrove Way, Dublin 14.

We offer flexible office and small light industrial units, hot-desking, meeting room hire and postal services, while providing vital business support initiatives for local entrepreneurs, start-ups, and SMEs.

Our mission is to strengthen the local business ecosystem through innovation, community engagement, and opportunity creation—including the launch of our new **SME Start-up Hub** and the expansion of our **Local Business Association** initiatives.

### **Role Overview**

We are seeking a highly motivated, experienced **Business Executive** to assist in the overall management of the two centres and lead the growth and outreach efforts of Bridge Enterprise Centres. This role is key to expanding awareness of the business support initiatives, increasing participation in our events, developing training offerings, and growing the membership of the Local Business Association.

This position is suited to someone with strong community engagement, excellent relationship-building skills, and a passion for supporting local business development. You will work closely with the CEO and Board engaging with stakeholders, SMEs, entrepreneurs, and local government to foster a supportive environment for growth and collaboration and establish a thriving community of businesses

**The two main aspects of the position are:- A) the wider Association Network development and B) the existing two centres' management support.**

### **Wider Association Network Key Responsibilities:**

1. **Grow & Expand the wider Member Community Network:**
2. Prioritise the development and nurturing of a vibrant member network within the area. Proactively recruit new members to the Network.
3. **Market and Brand Development:**
4. Develop and promote the network's unique selling proposition (USP) through effective PR, communications and branding initiatives.
5. **Organise Business Briefing Sessions/Forums/Networks and Source suitable venues:**
6. Initiate and maintain regular business networking, briefing sessions, forums, mentoring and master classes featuring excellent speakers within budget.
7. **Develop Membership Benefit programs Awards and Competitions:**
8. Develop membership programmes offering exclusive benefits and access to facilities/services. Plan and execute awards competitions and manage publicity efforts.

**9. Advertisement of Member Companies:**

10. Work with in house marketing through social media & Website, advertise news, success stories, testimonials, and achievements of member companies.

**11. Surveys and Focus Groups:**

12. Conduct surveys and focus groups to gather feedback to establish members needs and establish & improve network offerings and publish results to increase network visibility and impact.

**13. Identify & recruit Business Leaders/Influencers and Partnerships and Collaborations :**

14. Identify and engage with local business leaders and influencers to enhance the network's visibility and credibility. Establish partnerships and funding opportunities with all relevant organisations, 3rd level colleges, multinationals, government agencies and departments.

**15. Advocacy & Representation with Local Council and Government:**

Assist and promote representation for local SMEs in engagements with the county councils and government departments.

**Assisting the CEO in the management of the two centres:**

1. Engage in the general day-to-day facilities management of both Centres.
2. Promote non-tenancy Services, meeting rooms, hot-desks, post box.
3. Promote the Start-up Hub and its service offering.
4. Contribute to Start-up Hub tenants' relationships and development of the community among hub members by organising networking events, workshops, seminars, and social gatherings.
5. Encourage collaboration and knowledge sharing among all the two Centres' enterprises.
6. Engage with other Enterprise Centres' management to be aware of changing dynamics and develop connections for the benefit of the BEC and our tenants.

**Key Requirements**

- Minimum 5 years' experience in a business development or community enterprise role
- Strong knowledge of the entrepreneurial ecosystem.
- Demonstrated ability to manage and grow services and facilities
- Proven track record of sourcing/developing training and education programmes
- Experience with funding applications and identifying opportunities for enterprises
- Ability to work both independently and collaboratively in a small, mission-driven team
- Existing network in enterprise, community development & local government is highly desirable

**Skills & Attributes**

- Excellent communication and interpersonal skills
- Confident networker and relationship-builder
- Entrepreneurial mindset with proactive approach to problem-solving
- Strong project management and organisational skills
- Capable of setting and achieving realistic, impactful targets
- A true self-starter with a passion for supporting local businesses and their community
- Experience in the community enterprise or social enterprise sector
- Familiarity with Government programmes/supports, and local, national and EU funding initiatives

**To Apply:**

Please send your CV and a cover letter detailing your suitability for the role to [Ciarán \(mailto:ciaran@bridgeec.ie\)](mailto:Ciarán (mailto:ciaran@bridgeec.ie)).

**Region**

Dublin 14

**Date Entered/Updated**

24th Jun, 2025

**Expiry Date**

24th Aug, 2025