

Role Profile and Person Specification	
Job Title	SICAP - Enterprise Officer
Reporting to	Enterprise and Social Enterprise Co-ordinator
Contract	Part-time (28 hours)
Role Purpose	
In conjunction with the Enterprise and Social Enterprise Coordinator support individuals to develop their entrepreneurial skills, explore self-employment opportunities, and assist those experiencing unemployment in accessing the Back to Work Enterprise Allowance Scheme. The role may also involve supporting the Coordinator in the development of social enterprise initiatives.	
Duties of the Role	
Enterprise Participants	<p>Using an Advanatged Thinking approach assist enterprise participants on a one to one basis to:</p> <ul style="list-style-type: none"> • Provide participants with advice and guidance in the areas of compliance and governance requirements • Assist and guide with Revenue Online Service and Companies Registration Office registration • Guide and assist in the preperation Back To Work Enterprise Allowance and Short Term Enterprise Allowance applications through the Department of Social Protection (DSP) • Provide indepth support with business plans for their enterprises • Create a detailed, bespoke action plan in collaboration with participants. The action plan should be reviewed and updated as required to ensure it meets the needs of the individual • Maintain regular contact with enterprise participants to provide continued support as per funder requirements and update files to reflect same • Assist enterprise participants in accessing additional support and guidance through their Local Enterprise Office • Provide capacity building support through inhouse and other training events. • Plan relevant training opportunities for Enterprise Participants • Promote networking opportunities between participants and other relevant organisations • Ensure participants files are updated and actions recorded
Social Enterprise	<ul style="list-style-type: none"> • Working in conjunction with the Enterprise and Social Enterprise Coordinator support the development of social enterprises in the catchment area
Training	<ul style="list-style-type: none"> • Organise training workshops and events which will assist building participants business capabilities. • Identify and work with mentors/trainers with specific skills to deliver training (in line with GDPR guidelines) in the following areas (not an exhaustive list):

	<ul style="list-style-type: none"> ○ Business Taxation ○ Marketing Strategies ○ Business Planning ○ Bespoke Training Workshops
Advocacy/Mentoring	<ul style="list-style-type: none"> ● Advocate on behalf of participants with relevant government bodies or other stakeholders as required ● Provide relevant up-to-date information to Enterprise's participants. ● Mentor Enterprise Participants or access Northside Partnerships mentor panel with the required skills to build the participants capability in the area of business development ● Work with Enterprise participants to assist them to become self-employed and access relevant grants
Systems and Stats	<ul style="list-style-type: none"> ● Maintain appropriate documentation as required, by collating programme participation data, documenting project successes and challenges and uploading information to the funders database (IRIS) and Northside Partnership's internal CRM.
Administration	<ul style="list-style-type: none"> ● Maintain and update personal action plans and individual files, ensuring files meet SICAP Audit requirements ● In conjunction with the coordinator, review the mentor panel annually to ensure its effectiveness ● Provide monthly reports and project updates and findings as requested ● Undertake administrative duties, related to the post, as required ● Maintain and ensure the security and confidentiality of files in line with both organisational and GDPR requirements
Teamwork	<ul style="list-style-type: none"> ● Work as part of Northside Partnership's team demonstrating a commitment to the organisations mission, values and ethos, while also working as part of the Enterprise's Team supporting your colleagues to deliver funder requirements whilst achieving the best outcome for participants attending the programme ● Attend and contribute to team meetings
Quality	<ul style="list-style-type: none"> ● Review programme with a focus on continuous improvement and participant satisfaction ● Identify training needs with your line manager and participate in training opportunities appropriate to the role
Additional Duties	<ul style="list-style-type: none"> ● Represent Northside Partnership on committees and at external meetings where appropriate (DSP, Pobal) ● Contribute and adhere to workplace health and safety

Person Specification

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership's ethos and vision. Northside Partnership is committed to implementing an **Advantaged Thinking** approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.

The Enterprise Officer should have relevant qualifications or experience and be able to demonstrate this experience and expertise in the following areas:

Qualifications	<ul style="list-style-type: none"> A third level qualification and or practical experience in a similar type of role is required
Personal Attributes	<ul style="list-style-type: none"> Ability to build on the practice of the team and to implement an Advantaged Thinking /Asset-based approach Good leadership, motivational and organisational skills Ability to listen and relate to people from a wide range of backgrounds and have an awareness of services within the catchment area Demonstrate ability to work within a community / voluntary setting in a manner that is welcoming, flexible and professional Have excellent interpersonal skills and the ability to work effectively with other staff members, community, statutory and social partners Demonstrate the ability to work on own initiative confidently
Essential requirements	<ul style="list-style-type: none"> Demonstrate knowledge of the legislation for self-employment Knowledge of funding grants related to self-employment and start up businesses Demonstrated high level written and verbal communication skills Strong organisational skills and ability to manage multiple tasks Demonstrated ability to work in collaboration with multidisciplinary stakeholders
Desirable requirements	<ul style="list-style-type: none"> Knowledge of the IRIS system is an advantage The ability to be flexible and creative in a changing environment Previous experience of working with people from diverse backgrounds Have worked previously in a local community and/or voluntary setting

Terms and Conditions of Employment	
Location	Coolock Development Centre, Bunratty Drive, Dublin 17
Salary	The salary for this role is based on the Project Worker Scale, which ranges from €34,757 to €52,928 across 11 points. The starting salary will be determined based on the candidate's experience, with the expectation that the new hire will begin between Point 1 (€34,757) and Point 4 (€41,130) pro rata
Contract Hours	Part-time (28 hours)
Annual Leave	22 working days (pro rata) exclusive of public holidays with one additional day awarded after each year of service up to 25 days and 30 days having completed 10 years of service.
Travel & Subsistence	Travel and subsistence will be paid at public sector rates.
Probation	A probationary period of six months will apply.
Pension	Northside Partnership operates a defined contribution group pension scheme. Employees have access to the scheme on successful completion of their six-month probationary period.