

Business in the Community Ireland (BITCI) is a unique organisation, working for change since our foundation in 2000. Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We act as trusted advisers in sustainability and corporate social responsibility.

Job Title:	Social Team Executive
Job Purpose:	To support the delivery of BITCI's Social Inclusion projects and services to member companies and partner organisations.
Contract Type:	Permanent, full time – 35 hours per week
Reporting to:	Head of Social Inclusion. You will also work closely with the Head of Responsible Business.
Number of Direct Reports:	None
Job Location:	Dublin / Hybrid
Travel/ Driving License Required:	No
Salary:	€35k

JOB DESCRIPTION

The Social Team Executive will work with Advisers in the Responsible Business Team, and colleagues in BITCI's Employment and Education Programmes, to support the delivery of BITCI's Social Inclusion services. This role is dedicated to strengthening BITCI's impact by supporting projects that connect businesses, social organisations, and communities in order to create a more inclusive society.

Core Responsibilities

- Conduct desktop research on social inclusion topics, businesses, and charity/social organisations, and generate insights based on information analysis.
- Support the planning, coordination, and delivery of workshops, meetings, and events.
- Liaise with businesses and charity/social organisations to provide guidance and information, and foster effective partnerships.
- Use CRM systems to build and maintain accurate records of company and charity engagement.
- Support the preparation of reports, presentations, and other outputs for internal and external stakeholders.

- Assist with the design and delivery of new social inclusion services.

Person specification

Qualifications and Knowledge

- Educated to degree level (or with equivalent experience), preferably in business, social sciences, sustainable development, or a related discipline.

Core skills

- Minimum of two years' experience working in a business, sustainability, or social inclusion environment.
- Experience conducting research and working with qualitative and quantitative information, with attention to data management, interpretation, and reporting.
- Knowledge of the Irish charity sector and/or Irish business landscape.
- Strong IT skills with full proficiency in Microsoft Office, particularly Excel and PowerPoint.
- Demonstrated ability in customer relationship management.
- Effective written and verbal communication skills.
- Strong attention to detail, conscientious, and well-organised.

Desirable Experience

- Previous work in a corporate CSR team.
- Experience managing or supporting corporate partnerships for a charity organisation.
- Experience using CRM systems to manage stakeholder information.

Other Skills and Personal Attributes

- Client-driven attitude and professional demeanour.
- Highly motivated and enthusiastic, with a proactive approach to problem-solving and planning.
- Ability to work independently as well as collaboratively within a team.
- Ability to work to deadlines with excellent time management skills.
- Conscientious and committed to BITCI's vision of building a more inclusive society.

Opportunity for growth and development

- Coaching and development in the area of social inclusion and sustainability.
- Opportunities to identify and engage with resources and trainings, and to attend events.
- Opportunities to develop outputs (projects, articles, or other) aligned with BITCI's strategy and impact goals.