

## **Ballybane Enterprise Centre Manager**

### **Job Description**

#### **What we are seeking:**

We are currently seeking to hire a manager. The role will include the management of relationships with current enterprise centre tenants along with the recruitment of new clients, management of the Bizmentors programme and overseeing the planning, design, and construction of an extension. With 80% funding from Enterprise Ireland for the first three years we envision the role becoming self-sustainable following the completion of the extension.

The main responsibilities will be as follows

- Day to day management of Ballybane Enterprise Centre
- Day to day management and development of Bizmentors and associated projects
- Manage the development of an extension to premises
- Liaise with and manage the technical consultants and contractors responsible for delivering the building programme. Ensure consultants and contractors are managing all building operations in line with contract documents and communicate progress to SCCUL and EI
- The financial management of the construction phase including all claims and reporting, liaison with Enterprise Ireland as necessary in relation to the development of the project
- Liaise with current tenants and local residents, engagement with key stakeholders, awareness building and develop a new tenant base.
- Investigating other relevant potential funding
- Other duties as relevant

**Reporting structure:** You will report to the CEO

#### **Candidate Profile:**

##### **Minimum Essential Qualifications**

- A proven track record of management
- A third level qualification in a relevant discipline

##### **Essential Knowledge**

- Understanding and experience of the enterprise and social enterprise sector
- E-tenders and public procurement
- Experience of mentoring programmes

##### **Essential Skills**

- Superb marketing and presentation skills - experience of marketing and communications, including social media.
- Strong IT skills.
- Strong resource management skills
- Exceptional organisational and multi-tasking skills. Results driven - a "completer/finisher". Pro-active in problem solving, great attention to detail with an ability to see the bigger picture.

### **Competencies**

- Ability to work as part of a team, including consulting, collaborating and building relationships with key stakeholders.
- Self-motivated and able to initiate and deliver projects with minimal supervision.
- Experience of managing tenants.
- Strives for high quality of work and demonstrates commitment to best practice
- Ability to communicate effectively to enable knowledge and technology transfer.
- A results-driven individual with a strong focus on goal-setting, performance delivery and accountability.
- Ability to work independently and meet self-imposed milestones and deliverables.
- A proactive, solutions-focused approach to work with an ability to adapt to changing requirements and shifting work priorities.
- Capable knowledge of finance and accounts. A head for figures, margins, budgets, and revenue.
- Ability to set clear standards and have a quality customer service focus.
- Strong interpersonal and networking skills, a connector, with genuine interest in supporting the success of others.
- Demonstrate that they possess the skills / competencies identified as essential for the role as follows:
  - Leadership and strategic planning
  - Communications and relationship building
  - Leading teams
  - Organisational management and administrative skills
  - Integrity, responsibility, accountability and a strong sense of need for achievement of goals and successes.
- Flexibility to work across a multifaceted site and to work some evenings and weekends where required.
- Passion for and understanding of entrepreneurial communities.

Candidates must have the knowledge and ability to discharge the duties of the post and if successful agree to undertake the duties attached to the post and accept the conditions under which the duties are required to be performed.

### **Location and Term:**

The role of Project will be located in SCCUL Enterprise Centre Ballybane

This is a 3-year fixed term contract and is subject to a probationary period of 6 months

### **Character**

Candidates shall be of good character and references shall be sought.

### **Annual leave:**

25 days per annum

### **Hours of Work:**

The normal working hours are 39 hours per week. Flexibility will be required as the wide range of duties will involve an element of evening and weekend attendance as required.

### **Driving Licence:**

The appointee must hold a full driving licence for Class B vehicles free from endorsement / disqualification and shall drive a motor car in the course of their duties, and for this purpose, provide and maintain a car to the satisfaction of the local authority. The appointee's Insurance Policy must cover such use and indemnify SCCUL CLG. Travel and subsistence expense will be paid in accordance with civil service rates

### **How to apply:**

Applications by CV and covering letter to [jobs@scculenterprises.ie](mailto:jobs@scculenterprises.ie)

This position is 80% funded by Enterprise Ireland for the first three years.



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