**Job Description**

**Enterprise Project Officer**

**With**

**Galway City Partnership.**

*Galway City Partnership CLG is the Local Development Company for Galway City.*

*Funding for the position comes from the Department Housing, Planning, Community and Local Government under the Social Inclusion Community Activation Programme (SICAP). SICAP is monitored by the Local and Community Development Committee of Galway City Council.* *The role will include meeting and exceeding key performance indicators set out in the SICAP plan.*

**The core responsibilities of the Enterprise Project Officer will be:**

* To work directly with unemployed people, on a one to one basis, who wish to explore starting their own business.
* To provide guidance & mentoring to those seeking to set up a business.
* To identify, organise and recruit for training courses/workshops to facilitate the development of start your own business skills with unemployed clients.
* To support individuals in their applications for the Back to Work Enterprise Allowance (BTWEA).
* Make recommendations to the DSP case officers in relation to each BTWEA application and interact with DSP staff to ensure the best outcome for our clients.
* To help develop business plans with unemployed individuals that will support them in applying for funding.
* To support those who decide not to pursue enterprise start up by referring them to other more appropriate initiatives within the company such as our Local Employment Service or SICAP funded training courses.
* To create and maintain both paper and electronic files to the required company and funder standards.
* To be flexible and undertake any other relevant tasks as may be assigned from time to time.

**Person Specification**

**As the ideal candidate you will be able to demonstrate that you have:**

* A relevant Third Level business/commerce qualification and/or over 3 years’ experience in enterprise/business development.
* Experience of business/financial planning
* A working knowledge of funding sources that support business start up and development (e.g. Local Enterprise Office, Department of Social Protection, Enterprise Ireland, Micro-finance Ireland.)
* Experience of interacting with statutory agencies
* demonstrated empathy and real understanding of the issues faced by marginalised individuals particularly in relation to enterprise start up.
* Proven capacity building experience of working with individuals at different levels of start up readiness.
* Excellent interpersonal skills and the ability to work effectively with other staff members, community, statutory and social partners and with disadvantaged members of the community.
* Excellent I.T. skills
* The ability to work on your own initiative and respond effectively to changing needs and priorities
* Ability to plan and work to targets, milestones and deadlines
* Accurate reporting skills
* Demonstrated ability to work in a team
* Effective time-management skills and the ability to multi-task.
* Ability to work under pressure

The Enterprise Project Officer will report directly to the CEO or any other person nominated by the Board for this purpose and will keep them updated and informed at all times on the progress of his/her work and will be part of the SICAP team based at the company’s offices at 3 The Plaza Offices, Headford Road, Galway.

The salary for the position is €30,089 - to be reviewed at the end of the current SICAP contract in December 2017.