

Operations Manager

Manage the delivery and development of Social Entrepreneurs Ireland's key operational activities, to maximise the efficiency and effectiveness of the support we provide to Ireland's high-potential social entrepreneurs.

Our Vision: An Ireland where every social problem gets solved quickly and effectively.

Our Mission: Support high-potential social entrepreneurs to tackle Ireland's social problems.

Background to role:

At Social Entrepreneurs Ireland we believe that Ireland's social problems are not being solved quickly enough and that we need to develop new ideas to tackle our biggest challenges. To achieve this, we support social entrepreneurs from start-up to scale-up. We provide them with mentoring, funding and access to a network of support to help them to significantly increase their impact in Ireland.

We do this across three key pillars:

SPARK: Develop a pipeline of high-potential social entrepreneurs with ideas for social change.

SEED: Support early-stage social entrepreneurs to build solid foundations for their organisations.

SCALE: Invest in and support the best social entrepreneurs to scale their impact.

Over the last 14 years we have invested over €7 million in 264 social entrepreneurs, providing over €2 million worth of non-financial supports along the way. Their projects impacted the lives of over 1.7 million people across Ireland. The organisation has undergone significant growth in the past 14 years and has delivered a range of support programmes to many different social entrepreneurs. We are always striving to improve our programmes of support and our ways of working to ensure we can have maximum impact.

We are now looking to strengthen our operational activities so that we can deepen our impact as an organisation in the short term and manage our growth sustainably in the years to come.

Purpose of the Role:

The primary purpose of this role is to manage the delivery and development of Social Entrepreneurs Ireland's governance and support key operational activities, to enable the team to deliver effective and impactful programmes for Ireland's high-potential social entrepreneurs. Ultimately, this role is about providing organizational support to Social Entrepreneurs Ireland, the 'oil' of the machine, working closely with the Director of Operations to ensure we are achieving best practice across all areas of the organisation.

This role offers a great opportunity to join a visionary, impact driven and entrepreneurial team at an exciting time in the organisation's development.

Key Elements of Role:

- **Governance:** Implement, evaluate and continuously develop the organisation's governance and reporting requirements in consultation with relevant team members e.g. co-ordination of board meetings and memos, the delivery of our audit, annual report and budgets.
- **Human Resources:** Be a key support in developing the SEI team to ensure that we are effectively set-up for our current delivery and future organisational growth e.g. capacity planning and recruitment.
- **Systems:** Be a key support in developing our internal systems to keep the organisation running smoothly e.g. CRM, internal and external reporting, project management, and financial management processes.
- **Other operational tasks:** As required.

All of the above elements relate to driving one thing: operational excellence to enable the effective delivery of SEI's vision and mission.

Candidate Profile:

- A high degree of enthusiasm, reliability, and adaptability
- Team player who collaborates and shares ideas
- Self-starter, taking ownership and responsibility for tasks
- Comfortable dealing with the unknown and unexpected and an excellent problem solver.
- Experienced project coordinator with a track record in developing and managing multiple projects simultaneously, prioritising effectively for timely delivery
- Excellent communication, facilitation and interpersonal skills
- Experience in an operations role desirable, especially with governance and compliance responsibilities.
- Strong technological capabilities and comfortable using a wide range of platforms.

Are you the right person for the role?

- Do you have a deeply held passion for Ireland, and a strong desire to see positive change come about more rapidly in society?
- Are you inspired and energised by the work of social entrepreneurs?
- Do you enjoy working in a fast-paced environment in collaboration with a team?
- Are you fun to work with and do you act with authenticity and integrity in everything you do?

Location: 11-12 Warrington Place, Dublin 2

Reporting to: Director of Operations

Start date: November 2018 (flexible for the right candidate)

Salary: Commensurate with experience

How to apply:

If you are interested in applying please send your CV and cover letter detailing why you believe you are the right person for this role. Candidates are also asked to state their salary expectations in their cover letter. Applications should be made before **close of business** on Monday 1st of October to jointheteam@socialentrepreneurs.ie.

Social Entrepreneurs Ireland is an equal opportunities employer.