

Community Executive

Selecting and supporting our community of social entrepreneurs, through the coordination of the organisation's selection process and community programme

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. In the last year alone 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. As we prepare for further growth in the years to come, we are looking for a Community Executive to manage a high-quality selection process to find Ireland's highest potential social entrepreneurs along with supporting our existing community of over 200 social entrepreneurs through engaging events and experiences.

Purpose of the Community Executive role:

Every year we hold an open call for applications which is followed by a multi-stage selection process to determine the social entrepreneurs that we will support that particular year through our [core support programmes](#). Once these social entrepreneurs have engaged in our supports, they enter our Community Programme as Alumni, and are provided with a range of opportunities to learn, connect, and ultimately continue to increase their social impact. The Community Executive will manage the selection process, ensuring the highest potential social entrepreneurs are supported, while delivering continued support to SEI Alumni.

This role offers a great opportunity to join the team at a visionary, impact driven and entrepreneurial organisation. In this role you will gain a profound understanding of the social entrepreneurship sector and meet with hugely inspiring and interesting people, including our Awardees, Alumni and the hundreds of social entrepreneurs who apply to SEI each year. You will also engage with our many supporters: leaders and experts in business, media and the social sector in Ireland and beyond. You

will work both independently and as part of a fast-paced, dynamic team, and will be encouraged to work in a creative and entrepreneurial spirit.

Key Elements of Role:

- **Project management:** Coordination and support for the successful design and execution of the SEI selection process and community programme, including management of data, events, and other engagements.
- **Relationship management:** Ensuring applicants, supporters, and the wider community engaged in the selection process have a wholly positive experience and valuable input.
- **Evaluation:** Tracking the impact of the selection and community programmes, ensuring continuous improvement.

All of the above elements relate to driving one thing: ensuring the highest potential social entrepreneurs in Ireland get supported to increase their impact.

Are you the right person for the role?

Social Entrepreneurs Ireland is seeking someone with the following qualities and skills:

- A deeply held passion for Ireland, and a strong desire to see positive change come about more rapidly in society
- Inspired and energised by the work of social entrepreneurs and the mission of Social Entrepreneurs Ireland
- High degree of initiative, flexibility and creativity
- Excellent interpersonal and communication skills
- Strong analytical skills and outstanding attention to detail
- Ability to prioritise tasks effectively to meet deadlines;
- Excellent administrative skillset with a talent for process management
- Strong commitment to teamwork
- Ability to master new online systems/platforms and comfortable working with data management systems and Microsoft Office;

REPORTS TO:	Director of Impact
DATE REQUIRED:	January / February 2019 (Flexible for the right candidate)
SALARY:	Commensurate with experience

How to apply:

If you are interested in applying please send your CV and a link to your LinkedIn Profile along with a cover letter detailing why you believe you are the right person for this role. Please also include your salary expectations for the position and when you would be available to start the role.

All applications should be made by **Thursday 6th December 2018** to jointheteam@socialentrepreneurs.ie with 'Community Executive Application' listed in the subject line. The first round of interviews will be scheduled on December 13th, and second round on December 18th. Invited candidates are expected to make themselves available on the interview date.

Social Entrepreneurs Ireland is an equal opportunities employer.