

Social Entrepreneurs Ireland: Operations Manager

Social Entrepreneurs Ireland (SEI) is a not-for-profit organisation that supports social entrepreneurs with innovative ideas to tackle Ireland's social problems. We walk the path with a social entrepreneur from the moment they have an idea through to when they solve the problem at scale. Our programmes are anchored to our three strategic pillars – STEP, LEAP, SOAR.

- ❖ STEP: We know that the first step of the journey is often the hardest to take. We support social entrepreneurs from idea stage through to pilot stage and beyond.
- ❖ LEAP: When a social entrepreneur has taken the first steps, the following stage often requires a leap of faith. We support social entrepreneurs as they navigate this risky part of the journey.
- ❖ SOAR: For social entrepreneurs who have developed a scalable model, we help them to develop themselves and their organisations to deliver impact at scale through bespoke financial and non-financial supports.

Since our foundation in 2004, SEI has supported more than 375 social entrepreneurs across the country.

Purpose of the role:

The primary purpose of this role is to ensure that SEI is well governed, efficient and achieves best practice across all areas of the organisation. As a key member of the Operations team, you will have wide-ranging responsibilities in areas such as governance, human resources, compliance and systems.

This role offers an exciting opportunity to join a Visionary, Impact-driven and Authentic organisation at an exciting time in SEI's development.

Key elements of the role:

Governance:

- Implement, evaluate and continuously improve the organisation's governance and compliance systems and standards in consultation with relevant team members, ensuring that SEI is well governed, accountable and transparent in all areas.
- Coordinate and support SEI's Board and sub-committees' activities. This will include preparing meeting agendas, memos, and other board papers.
- Provide key support to the Audit & Risk committee, attending meetings and coordinating all related tasks and projects.
- Develop and manage all internal policies and procedures to ensure that SEI meets all regulatory and other voluntary codes of practice, including the Charities Governance code.
- Manage SEI's regular updates to Charities Regulator & Companies Registration Office.

Human Resources:

- Be a key support in developing and supporting the SEI team to ensure that we are effectively organised to meet current and future organisational growth.
- You will play a key role in recruitment, on-boarding and induction of new staff.
- Develop and maintain HR processes and practices, to support a high-performing team.
- Support in the planning and coordination of team learning and development plans.
- Assist in ad-hoc projects, such as employee feedback surveys, employee engagement and events.

Project management:

- You will manage key Operational projects from time to time. As project manager, you will be responsible for the overall planning, management and reporting on the project.
- SEI's values are Visionary, Impact Driven and Authentic. The Operations Manager will coordinate the SEI Values Working Group, with a primary focus of embedding these values across the organisation.

Systems:

- Support the development and application of SEI's IT systems to support efficient work practices. IT Systems includes Salesforce CRM, Microsoft SharePoint & Office suite, HRLocker and 15Fives platforms.

Other:

- You will play a significant role in supporting the Operations team to achieve its annual strategic objectives.
- You will be a member of other cross organisational project teams from time to time. These project teams will have responsibility to undertake special projects, to meet organisational needs.
- From time to time, you may be asked to undertake other duties in line with your role.

Role profile:

- Interest in social entrepreneurship and commitment to SEI's vision and mission.
- 2 to 3 years' experience in a similar role is required.
- Excellent communications, interpersonal skills and administration skills with excellent attention to detail is required.
- Highly organized individual who will take ownership and responsibility for tasks is essential.
- Excellent multi-tasking and time-management skills, with the ability to prioritise tasks is required.
- Proficient IT skills including Microsoft product suite and Salesforce CRM is required.

- Knowledge of human resources management practices and procedures including recruitment and performance management would be beneficial.
- Experience of interacting with Board members and handling confidential information is desired.
- Knowledge of governance and compliance requirements, particularly for non-profits and charities would be beneficial.
- A high degree of enthusiasm, reliability and flexibility is desired.
- Project management experience with a track record in developing and managing multiple projects simultaneously would be beneficial.

Other key information:

Location: SEI's office is in Warrington Place. Due to covid-19 restrictions, we are currently working remotely.

Reporting to: Director of Operations

Salary Range: €30,000 to €38,000 per annum for fulltime role
4-day week (with pro rata salary) may be considered.

Benefits: 25 days annual leave. SEI operates a PRSA scheme with employer's contribution and life assurance policy.

Start date: As soon as possible

To apply: Email jointheteam@socialentrepreneurs.ie with a letter of application and your cv. Closing date is 24th May 2021.

SEI is an equal opportunities employer. We believe that diversity is a strength in the workplace. We therefore welcome applications from suitably-qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, belief, religion or sexual orientation.