

Job Description: Programmes Manager | STEP

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 405 social entrepreneurs across the country.

Purpose of the role:

The primary purpose of this role is the management of Social Entrepreneurs Ireland's (SEI) STEP Pillar, with the ultimate goal of enabling social entrepreneurs to make a significant and sustainable impact on society. The STEP pillar is currently made up of two core initiatives - The Ideas Academy and The Action Lab.

You will be responsible for leading on the design and delivery of STEP programmes; playing a key role in selecting the social entrepreneurs to participate in our programmes; keeping up to speed with sectoral best practices, building relationships with key individuals, along with other cross team responsibilities as detailed below.

Key elements of the role:

Selecting and Supporting Social Entrepreneurs - *Participate in the selection process and provide key supports to Social Entrepreneurs on their journey.*

- Be a key decision maker in identifying the social entrepreneurs that we will support on the STEP pillar programmes and provide support for selection of social entrepreneurs for other programmes.
- Provide supports to develop high potential social entrepreneurs and the advancement of their ideas, through direct support, training coordination and connection facilitation.
- Liaise closely with Programmes Manager | LEAP to ensure continuity of relationship between social entrepreneurs and SEI, and their potential progress onto LEAP programmes.

Programme management - *Lead the design, planning, delivery, monitoring, evaluation and continuous development of STEP pillar programmes.*

You will lead the design, delivery, evaluation and continuous development of STEP programmes. In consultation with relevant team members, in particular LEAP and SOAR programme managers you will support the development of other programmes to ensure continuity in approach across all three pillars.

This will include:

- Design, implement, evaluate and develop STEP programmes.
- Plan, coordinate and lead meetings and project teams for the delivery of the STEP programme.
- Develop strong relationships with social entrepreneurs and consultants
- Be the key point of contact for social entrepreneurs on STEP programmes.
- Attend, oversee and co-facilitate events as lead SEI representative
- Collect and report key data for STEP programmes to meet reporting needs e.g., funders, booklets, annual reports, impact measurement.
- Update key internal systems regularly as part of the monitoring and evaluation of STEP programmes.
- Provide support to the development team with the STEP funders, in terms of their on-boarding, relationship management and reporting.
- Keep up to speed with sectoral best practice and other support incubator programmes as a means to develop the STEP programmes, as required.

Other duties

- You will play a key role in supporting the Impact team to achieve its annual strategic objectives.
- Apply smart work practices and frameworks for managing objectives & goals (OKRs),
- Contribute to cross organisational and special projects as required e.g., SEI Gathering, Impact Measurement.
- From time to time, you may be asked to undertake other duties and projects in line with your role.

Role profile:

- Strong interest in social entrepreneurship and commitment to SEI's vision and mission.
- Experienced project manager with a track record in managing multiple projects simultaneously, prioritising effectively for timely delivery with excellent attention to detail.
- Excellent relationship management skills with a diverse group of stakeholders.
- Excellent interpersonal & communication skills (both written and verbal), as well as facilitation experience for in-person and online events.
- Experience in consulting, coaching or mentoring social entrepreneurs and/or businesses.
- Team player who collaborates, shares ideas, is innovative and resourceful.
- Proactive self-starter with a high degree of enthusiasm, reliability, and adaptability.
- Commitment to ongoing professional development
- Excellent IT skills including advanced user knowledge of Microsoft products suite and Salesforce CRM.

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 Impact
Salary:	€30,000 to €35,000 per annum, depending on experience
Benefits:	25 days annual leave. SEI also offers a Defined Contribution Pension Scheme, Bike to Work Scheme, Employee Assistance Programme and Life Assurance.
Start date:	As soon as possible
To apply:	Email HR@socialentrepreneurs.ie with a letter of application and your cv. The closing date is 15 th December, 2021.

SEI is an equal opportunities employer. We believe that diversity is a strength in the workplace. We 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.