



Renew Social Enterprise Manager

Renew Social Enterprises is a start-up business providing a range of products & services for customers throughout the Waterford area. A social enterprise is a business that generates income; provides much needed employment for people distant from the labour market while also meeting a social mission.

Renew is about to enter a new and exciting phase in its development and would like to recruit a Social Enterprise Manager to drive these changes out for an initial period of twelve months. This manager will be responsible for increasing Renew's traded income and customer base. The manager will also be required to coordinate the work of a small team of staff.

This is an extremely exciting role and will suit a dynamic person seeking a fresh and worthwhile challenge.

Current services on offer at Renew Social Enterprises include:

- 1 Lawnmower & Small engine tool (Strimmers, Generators, Hedge Cutters etc.) repair & servicing
- 2 Bicycle repair
- 3 Kindling production
- 4 Pallet furniture & Garden furniture production
- 5 Delivering Bicycle Mechanics programmes
- 6 Delivering Four Stroke Engine Repair programmes

Position of Renew Social Enterprise Manager

Location: Unit 2, Block 4, Lacken Road Business Park, Kilbarry, Waterford.

Accountable to: CEO Treo Port Lairge CLG

Probation Period: 3 Months

Salary: €35,000 (potential salary increases will depend on income generated through traded activity)

Hours: 39 Hours per week

Duration: 12 months



Duties of Renew Social Enterprise Manager

In summary, the Manager has the primary responsibility of leading and managing the development and sustainability of Renew Social Enterprises.

Specifically, the Renew manager will;

- Develop and manage Renew Social Enterprises as an income generating entity
- Manage a team of staff to achieve the company's objectives and business plan including staff coordination, rosters, timesheets and attendance
- Proactively seek opportunities to grow business through developing existing enterprises, diversification, tender applications and business proposals etc.
- Oversee production and delivery of services as listed above to meet monthly targets
- Manage Community Services Programme funding according to Pobal guidelines and deliver on objectives in company business plan to develop its social enterprises
- Produce the necessary documentation to include financial and business planning reports to Pobal and Treo Board of Management, including supporting the production of annual financial statements.
- Promote Renew using a range of methods i.e. marketing, website, social media, advertising, promotions, seminars, networking etc.
- Develop & maintain healthy relationships with existing and new customers
- Encourage and enable staff development and training
- Apply for funding where applicable with existing agencies and identify new opportunities for same
- Support all corporate governance requirements of the company and manage the adherence to all internal financial transaction and recording procedures as agreed with Board of Management.
- Support the Board of Management in pursuit of its mission and strategic direction
- Maintain Health & Safety procedures and standards.

Additional Information:

Renew provides employment to people seeking to make positive changes in their lives having been involved in criminal activity in their past.

Qualifications

Ideally, the Renew Manager will have a minimum of QQI level 7 in Social Enterprises, Business Administration/Development or other relevant equivalent.



Skills, Experience and Personal Requirements:

- Experience of owning/managing a business and/or Social Enterprise would be a distinct advantage
- People management experience in a business environment is desirable
- Experience of working & supervising in a busy workshop environment would benefit candidates
- Proven ability in the administrative, accounting and reporting tasks required to run a business
- Experience of applying and managing public funding including reporting of same is desirable
- Reliable, hard-working, and trustworthy with good communication skills
- Capable of working from own initiative while being happy to lead a team.
- The person must maintain confidentiality at all times.
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A more detailed Job Description can be obtained from emailing admin@treoportlairge.ie Please email your CV and cover letter to admin@treoportlairge.ie The closing date for applicants is **14th March 2018**.

Please note that interviews for this position will be held on 23rd March

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme



**Department of Rural and
Community Development**

*An Roinn Forbartha
Tuaithe agus Pobail*