

Edgeworthstown Enterprise Hub clg

Briefing document and selection Process

Co:worx Digital Hub Business Manager

3 Year Contract

Background:

CO:WORX digital hub is a community initiative, led by voluntary group Edgeworthstown Enterprise Hub clg, in collaboration with Longford County Council. **CO:WORX** will be opened in Quarter 4 2021 and has been co-funded through Longford County Council, Enterprise Ireland and LEADER together with community match funding.

The Position:

Edgeworthstown Enterprise Hub clg invites applications from suitably qualified applicants for the position of **co:worx** Digital Hub Business Manager. The Business Manager will work closely with state agencies, skills providers to deliver remote working employment opportunities and digital programs to meet the needs of the Co:worx community. The role will be to support individuals and companies and the local business community to network and grow, to encourage the growth of jobs in existing and next generation technology businesses which are already located/or may locate in County Longford

Our Values and Ambition:

Co:worx digital hub and Continuing Professional Development Centre (CPD) centre is located on the Main Street, Edgeworthstown, Co. Longford. **Co:worx** values are to **connect** – by delivering a best-in-class co-working space, offering a technologically advanced environment that is leading-edge and accessible through shared communication. To **empower** our community to connect, innovate and think smarter. To be a **catalyst** in partnership with leading-edge companies to foster an adaptive co-working culture and to be **agile** through progressive engagement and support to our local and business community.

Our ambition statement is “By 2024, our co-working hub will be positioned as a transformative sustainable initiative enabling the growth of the region’s economy in Edgeworthstown and beyond.”

The Candidate:

This is an exciting opportunity that will suit a self-starter who is highly motivated and likes to work on their own initiative. We are looking for an ambitious and energetic Business Manager with an innovative and start up mind-set to help us grow our organisation. As a start-up we will need a candidate that is both flexible and highly organised. The successful candidate should be someone who enjoys a challenge and has the ability to adopt a solutions based approach to challenges.

Main Duties and Responsibilities

The co:worx Digital Hub Business Manager will report directly to the Board of Directors of Edgeworthstown Enterprise Hub clg (EEH clg)

Key Responsibilities and Duties:

- Promotion of co:worx Digital Hub facility and CPD Centre to start up enterprises and small businesses to ensure maximum occupancy in line with key targets and milestones;
- Promotion of remote working opportunities and blended working options for individuals and businesses in line with key targets and milestones .
- Management and operation of the Digital Hub & CPD centre on a daily basis;
- Preparation and issuing of all licensing and leasing documentation for new tenants and review on an ongoing basis operational policies and legal considerations such as license arrangements for the centre;
- Ensuring new tenants / clients are inducted and briefed on all aspects of their tenancy and review occupants to assess eligibility for continued occupancy;
- Management of the physical infrastructure of the facility to ensure the building and its services are kept in good working order and are compliant at all times;
- Preparation of all monthly, quarterly and annual reports for (EEH clg), as required by Directors, Longford County Council, LEADER, Enterprise Ireland and any other agencies as requested and presentation of same;
- Preparation of all financial claims as required by LEADER, Enterprise Ireland and other approved funding streams to initiate drawdown of approved funding from same;
- Develop and implement all promotional activity for the facility including all social media platforms, networking events and the maintenance of a dedicated website;
- Ensure potential and existing tenants are supported with relevant signposting and referrals to the appropriate agencies and organisations to assist with their business development;
- Explore potential revenue streams and other sources of funding and the prepare of funding the necessary funding applications, assist in the sustainability of the facility;
- Development of co:worx to support the business growth and development of the area; and promotion of remote working opportunities to stimulate sustainable community development;
- Develop and maintain suitable management information system for the collation of relevant and required data for evaluation and other statutory purposes;
- Facilitation and organisation of appropriate Networking events and/or meetings being held in the Digital Hub Facility;
- Management of all financial budgets of the facility including preparation of financial projections and reports on the facility's activities in line with targets and KPIs as determined by funders of the facility;
- Management of key strategic relationships with local regional and national stakeholders;
- Carry out any other duties that develop and as may be required from time to time by (EEH clg).

Qualifications

The qualifications for the position of **co:worx** Digital Hub Business Manager shall be as set out hereunder:-

Character:

Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.

Each candidate must, on the latest date for receipt of completed application forms, meet the following qualifying criteria:

Essential:

- Relevant experience of macro and micro business development including strong networking experience, proficient knowledge of marketing and promotion and experience in engaging with multiple stakeholders;
- Excellent communication skills including knowledge / experience of digital marketing ;
- Relevant management; project management and financial management experience; and
- Hold a current full clean driving licence.

Desirable:

- Hold a third level qualification in a relevant business discipline;
- Have a strong demonstrable interest in the continued development of the digital sector in the local community, wider county and region;
- Ability to leverage the range of State assistance that is available for companies and for community initiatives;
- Ability to present in public and on the media.
- Background in education / personal development

Salary:

Remuneration will be €42,000 per annum.

Probation:

- (a) On appointment, the successful candidate will hold the position on probation
- (b) The period of probation shall be twelve months but Edgeworthstown Enterprise Hub clg may at its discretion extend such period,
- (c) such persons shall cease to hold the position at end of the period of probation unless during such period, Edgeworthstown Enterprise Hub clg has certified that the service of such persons is satisfactory.

Note: Tenure of employment is subject to satisfactory service on an ongoing basis

Pension:

The position is non-pensionable however, the Employer will facilitate implementation of a PRSA through making appropriate deductions, if required, and remitting same to the designated fund/company.

Annual Leave:

22 days per annum

Hours of Work:

39 hours per week. The **co:worx** Digital Hub Business Manager must be available to work outside normal working hours as required by the post.

Location:

Based in **co:worx**, 5 Main St., Edgeworthstown, Co Longford. N39 AH64

Selection process:

Candidates will initially be assessed to ensure they meet the minimum qualifying criteria as outlined above. This assessment will be based on information provided by the candidate on the application form Edgeworthstown Enterprise Hub clg reserves the right to short-list applicants on the basis of the information provided in their application form and to determine, having regard to the requirements of the position and the number who have applied, if they should be called for interview. This is not to suggest that any applicant may be unsuitable or incapable but that there may be applicants who demonstrate in greater clarity, a wider range and/or depth of relevant qualifications and/or experience.

Qualifications of successful candidates will be subject to further checks and verification post interview to confirm they meet the criteria.

Completed Application Forms to be returned by email to: info@coworx.ie on or before 5.00 pm on Monday, 20th September, 2021