



Employer: The Mendicity Institution

The Mendicity Institution is the **oldest** working charity in Dublin. Established in 1818, it has been in operation for nearly 205 years creating opportunities for people experiencing homelessness, isolation and marginalisation.

Through our Social Enterprise, we help people empower themselves so they can work their way out of homelessness. We are inclusive, we are innovative and we provide quality service to all people who come to us.

This new role, based within the open access Food and Day Service at Island Street, will focus on the further development and delivery of a work plan for our social enterprises, engaging customers, new and old and creating channels to showcase the work that we do and its positive impact within the community.

Title of Job: Social Enterprise Coordinator

Reporting to : Head of Operations

Location : The Mendicity Institution, 9 Island Street, Dublin 8

Purpose of Job: Our Social Enterprise Coordinator will be a champion of our Social Enterprises, highlighting the talent of our participants. They will have overall responsibility for the delivery of a current work plan alongside the development of new and innovative ways to showcase the work that we do and establishing an income stream for existing services

Main Tasks and Responsibilities:

Hard Ground Coffee Hard Ground' is a coffee truck staffed by people experiencing homelessness who are trained as baristas, providing employment opportunities, social dividend and income

Key responsibilities Promoting Hard Ground and it's impact
Examining ways to build and grow the business
Leading and encouraging the existing staff and recruitment of new team members

The Mendicity Workshop The Mendicity Workshop upcycles discarded timber, aiming for a zero waste model, creating handmade crafts that are unique and providing employment opportunity and a valuable income stream



Key responsibilities

- Product design and development
- Account management and business development
- Managing and generating income through social enterprise

Public relations and communications:

- Coordinating and building a strong and positive social media presence
- Website and online sales
- Press releases and media enquiries (in consultation with the CEO)

Operations (social enterprise)

- Creation of organisational templates
- Record management
- Volunteer recruitment, management, training and development

Essential requirements:

- An enthusiasm for social innovation
- A relevant Third Level qualification
- Three years experience in a similar role.
- Full computer literacy (proficiency in MS Office)

The ideal person:

1. Must be passionate about working with people and empowering them to overcome the issues they are faced with and committed to the potential of positive social engagement
2. Have strong communication skills and be a good storyteller
3. Knowledge of the needs of those experiencing homelessness, unemployment, mental health issues and interpersonal difficulties.
4. An ability to work alone and on own initiative and to work as part of a team
5. Excellent time management skills and an ability to establish professional boundaries

Contract terms and duration:

This is a full time position (35 hours per week) with flexibility required, Monday to Sunday. This position is subject to Garda Vetting. This position is subject to funding.

To apply, please send a CV and a cover letter outlining your relevant skills and experience to louisa@mendicity.org by 5pm on **Wednesday 26th April** with 'Social Enterprise Coordinator' in the subject line.

Duration: 1 year fixed term initially which may be extended (Probationary period 3 months)

Salary €28,500 - €32,000 commensurate with experience

Further information is available by contacting louisa@mendicity.org and at www.mendicity.org