

Job Description | Enterprise Programme Manager

Job Title: Enterprise Programme Manager

Salary band: £27-34k per annum (depending on experience)

Contract: Fixed contract to 30 April 2025, extension subject to funding

Full time or part time considered

Responsible to: Head of Entrepreneurship

What's the role?

Reporting to the Head of Entrepreneurship, the Enterprise Programme Manager is responsible for coordinating events and programmes targeted at entrepreneurs, at the pre-start, start up and growth stages of business. The Enterprise Programme Manager will also be involved in monthly and annual events which support entrepreneurs.

Entrepreneurship at Women in Business:

The Entrepreneurship team run a range of programmes:

- Imagine It – a one day discovery bootcamp
- Explore It – a 5 month training and development programme for startups
- Grow It – a 5 month growth programme for founders ambitious to grow
- Pitch It – an annual pitching competition for early stage entrepreneurs

In addition the team are responsible for ensuring delivery of monthly and annual events to our members, with a specific focus on those who are entrepreneurs.

- Online webinars on specialist topics
- Quarterly in person Entrepreneurs Connect event
- Sectoral online networking groups such as Women in Marketing and Women Makers
- Contributing ideas and support to the annual Entrepreneurship Conference.
- Welcoming new members and trying to re-engage less active members.
- Other initiatives and collaborations that support our members and entrepreneurs.

We have exciting new programmes and activities planned from September:

- Building Futures – a series of one day awareness events on entrepreneurship and several enterprise development programmes, targeting “economically inactive” women, working in partnership with Women’s Tec in Belfast and Bolster in Newry.
- Masterclasses – one day training sessions for entrepreneurs, facilitated by specialist consultants

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- Mentoring Clinics – monthly mentoring for members
- Potential for additional Growth programmes

What are my working hours?

- Monday to Thursday 9am-5pm, Friday 9am-4pm (35hr week)
- We operate a hybrid working model with a mix of home based and office working with 2 (or more if preferred) days in a fully serviced private office in [Arthur House](#), Belfast.
- Some flexibility will be required when attending events, and we have a Time in Lieu Policy to support this ask.
- Part time hours/flexible working available. Please state this preference in your covering email.

What will I be working on? :

- Project Manager for the new Building Futures programme
- Schedule programmes and trainers/mentors/venues
- Manage project budgets and finance
- Source guest speakers
- Attend programme management meetings
- Speaking and facilitating at events
- Potential to delivery training and mentoring on enterprise/business start up.
- Project Administration including developing monitoring documents, client liaison, project reporting, impact measurement, client databases.
- Liaise directly with entrepreneurs and providing advice and signposting
- Recruitment of entrepreneurs and economically inactive women for programmes
- Programme and event marketing, including providing content for social media/website, email marketing, building relationships with clients and stakeholders and representing the organisation as required.
- Respond to enquiries/ communications.
- Ensuring excellent customer experience for our members and entrepreneurs
- Contribute to all areas of entrepreneurship support as required.

Are you the Ideal Candidate?:

- Self-motivated, energetic and autonomous
- Demonstrate own initiative in projects and events
- Excellent communication skills
- Customer-oriented and strong customer service skills
- Flexible and willing to learn

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- Strong attention to detail

The 'need to have' Qualifications!:

- 1+ years experience in a relevant role (enterprise support, business support, marketing, event management or own business) and have experience in multi-tasking within a busy team.
- Degree or Equivalent level of qualification or Business experience
- Experienced in Microsoft Office applications – Word, Excel and Powerpoint
- A current driving license and access to a vehicle.

The 'would be great to have' criteria:

- Experience in a business support or enterprise support organization
OR
- Experience of entrepreneurship through own endeavors or family background
- Experience in a non-profit organisation.
- Business mentoring or business training skills.
- Marketing skills including use of Mailchimp, Canva, Instagram, LinkedIn or other useful tools.

Our People Matter to us

- Competitive employer pension contribution of 8%.
- 25 annual leave days plus 12 statutory bank holidays.
- 35hr working week full time.
- Annual duvet day.
- Sick pay - you may receive a maximum of 28 weeks paid SSP for any period of sickness absence.
- Enhanced maternity pay.
- Time in Lieu policy.
- Training/ development opportunities .

Further Information:

Women in Business NI was established in 2002 and is now the largest & fastest growing network for women in the workplace across Northern Ireland, with over 8,000 members and growing. We are committed to creating inclusive economic growth by equipping women with the support, skills, and connections they need to start and grow their own businesses or to achieve success in their careers. We are part of the WIB Group, which includes Diversity Mark and Timely.

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We appreciate that you may not meet every single requirement listed but don't let that discourage you. If you have some of the experience we are seeking and offer a fantastic attitude, we'd love to see your application.

Please send your CV with a cover email to roisin@womeninbusinessni.com. Please write in the email heading "Enterprise Programme Manager". This posting will close on Tuesday 25th July at **12 noon**. Interviews 1st August.