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| Job Title: | Social Enterprise Supervisor |
| Location: | Coolmine Lodge, Grove Road, Blanchardstown, D15 AK66 (with potential to expand to other services) |
| Reports to: | Recovery Capital Team Lead (Social Enterprise Coordinator for day-to-day activities) |
| Hours of Work: | 25 hours weekly |
| Job Type: | 12 Months Fixed Term Contract |
| Salary: | 16.96 per hour |
| Purpose: | On site supervision of Social Enterprise initiatives and Associates, providing clear directions and Professional and Personal Development opportunities for clients. Working on Brand Awareness for Coolmine Social Enterprise initiatives. Generating Income for Coolmine Social Enterprise initiatives. |
| Contact Email: | Karl.mooney@coolminetc.ie |
| Reference Code: | HR/DUB/TLR/SES/0622 |

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women and families with problematic substance use since 1973. Coolmine believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for a Social Enterprise Supervisor. The role includes on site supervision of Social Enterprise Associates and initiatives. The Supervisor will provide clear direction, and professional development opportunities for clients. It will also entail working on brand awareness and generating income for Coolmine Social Enterprise initiatives.

Role Responsibilities: (Include, but not limited to)

- Supervise Associates (staff) of Social Enterprise Initiatives on day-to-day basis, working with them to increase their professional and personal development and creating an environment where appropriate levels of challenge and responsibility are on offer to all Associates in a safe and secure environment
- Initiate and ensure constant adherence to HPRA Guidelines on Distribution of Cosmetic Products ([available here](#))

- Supervise and work in production of luxury, handmade soaps, and other beauty products
- Supervise and work in production of honey and other bee-related products (subject to being comfortable around bees: options will be offered)
- Supervise and work in packaging of products to luxury-product standards
- Supervise storage / safety of products and ensure Lean processes with excellent record keeping aligned with HPRA requirements
- Supervise maintenance of excellent cleanliness and highest possible standards in work areas to ensure that the facility runs smoothly and effectively
- Oversee visits of Corporate partners to Coolmine Lodge to experience beekeeping, soap/candle making and drama-based workshops on Addiction
- Work with Social Enterprise Coordinator on 1) Sales to Retailers 2) Sales to Corporates 3) Beekeeping partnership with HiveMind 4) Away Days for Corporates to Coolmine Lodge which will mean follow-up communication (email/phone/face-to-face) with external (non-Coolmine) contacts
- Ensure all prep work has been completed pre these visits, working with Social Enterprise Coordinator, Social Enterprise Associates, Lodge staff, Recovery Capital Team Lead, CE Supervisors and Corporate contacts to ensure all visits go smoothly
- Learn social-media marketing/advertising (strategies and tactics) and execute same according to Coolmine TC's guidelines
- Learn basic CRM (HubSpot) and Outlook skills (related to online sales processes in particular) and execute same
- Complete bookkeeping tasks, completing weekly stock taking of products and ingredients and reporting same
- Always treating all stakeholders with dignity and respect while working within Coolmine code of ethics as well as the overall values of Coolmine.
- Work within the policies of Coolmine Therapeutic Community to ensure that a consistent delivery of service and quality standards are adhered to in a drug- and alcohol-free environment.
- Complete all administrative tasks including relevant form filling (including time sheets, HR requirements etc.)
- Contribute towards growth of Social Enterprises and the promotion of same to Coolmine's Service Users, past, present and future
- Respond positively and be open to reasonable requests from Social Enterprise Coordinator / Recovery Capital Team Lead in order to ensure effective working relationships
- Work as part of a team with regular, appropriate and consistent communication, participating actively at all Social Enterprise team meetings and supporting the ethos, philosophy and methodology of the therapeutic community model; reporting to the Social Enterprise Coordinator for individual support, training reviews, and to Recovery Capital Team Lead for supervision to ensure working within the parameters of the Coolmine Human Resources, Health & Safety and Operational policies and procedures
- Demonstrate a willingness to engage with other services as deemed appropriate for your development and the development of the Social Enterprise Initiatives
- To be actively engaged in continued personal development and training for the benefit of self, clients, management and organization, attending all line management supervision sessions regularly
- Attend all in-house training that is made available to you and continue to engage in your own personal development
- Observe absolute confidentiality and work within GDPR guidelines

Competencies & Performance Standards (post holder will be delivering when)

Organisation

- Devise and maintain a lean approach to soap making and candle making in Social Enterprise Hub to ensure safety according to HSPA guidance
- Devise and maintain an online record-keeping process for a) products and b) materials
- Work to HSPA standards

Results

- Highest possible standards in Health and Safety and product creation

People

- Work collaboratively with small Social Enterprise Team + offer opportunities for others to experience our Social Enterprise initiatives (CE and Reintegration Programme in particular).
- Offer creative solutions to possible problems

Self

- Excellent organizational skills and attention to details.
- Capacity to work effectively under pressure
- Ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.

Person Specification

Education

- B QQI Level 6 Qualifications in related fields (Social, Business, Social Media)

Experience/Knowledge

- Awareness of Social Enterprise initiatives on national basis.
- Experience working with similar cohort (people recovering from addiction).
- Open to possibilities and creative approach to Social Enterprise sector is an advantage.
- Strong literacy skills with openness to learning.
- Willingness to complete further training.
- Marketing/Sales experience an advantage.

Application Process

Interested candidates who meet the role requirements should email their cover letter, CV & Letter of Eligibility (where needed) to karl.mooney@coolminetc.ie on or before **Monday 11 July 2022**. Please quote this application reference code **HR/DUB/TLR/SES/0622**.

Coolmine Therapeutic Community is an equal opportunities employer.