

<b>Title:</b>	<b>Border Enterprise Development Fund (BEDF) Project Manager - Irish Wood and Furniture Manufacturing Network</b>
<b>Reporting To:</b>	BEDF Steering Committee of the IWFMN
<b>Location:</b>	Offices at Scotstown Business Centre, Carrowhatta, Scotstown, Co. Monaghan Job would require considerable networking and travel along the border region.
<b>Duration:</b>	1 year fixed term contract (with potential for 2 further years contingent on performance)
<b>Funding Agency:</b>	Enterprise Ireland & Irish Wood & Furniture Manufacturing Network.
<b>Project Title:</b>	Border Region Development Fund Manager (BEDF); Supporting companies in exploiting the potential of Ireland's Wood and Furniture Manufacturing Sector
<b>Job Description:</b>	<p>The Irish Wood and Furniture Manufacturing Network (IWFMN) was established in 2018 and is a company Limited by Guarantee (CLG). The IWFMN is a network of small and medium-sized enterprises involved in a wide range of manufacturing including design and manufacture of upholstery, cabinets, kitchens, architectural joinery, contract furniture, bespoke interior solutions, commercial interiors and wood-based products and services. The mission of the IWFMN is to represent, support and facilitate its members by acting as a focal point and driver for the transfer of knowledge and best practice. The IWFMN focus is four-fold:</p> <ul style="list-style-type: none"> <li>• Education &amp; Training;</li> <li>• Commercial Development;</li> <li>• Design &amp; Innovation;</li> <li>• Manufacturing Excellence.</li> </ul> <p>The IWFMN seeks to recruit a mature and committed person to oversee the operational and strategic management of the BEDF project. The BEDF Project Manager will have the following responsibility and duties:</p> <p><b>Direct, Manage and Deliver</b></p> <ul style="list-style-type: none"> <li>• Deliver on the ambition of the BEDF proposal.</li> <li>• Act as the central connector for Industry, Education, Research, and the communities</li> <li>• Signpost and bring in the Enterprise Development System</li> <li>• Identify gaps in supply chain, skills, value chain and opportunities to reconnect and grow</li> <li>• Horizon scan for market and export potential opportunities</li> <li>• Inform industry bi-weekly on industry notices, opportunities, challenges, solutions</li> </ul> <p><b>Gather Industry Intel</b></p> <ul style="list-style-type: none"> <li>• Work with specialist teams to build Industry Intelligence</li> <li>• Map the industry</li> </ul>

	<ul style="list-style-type: none"> <li>● Gather Market intelligence: identification and prioritisation of key industry sectors and of the prospects within them.</li> </ul> <p><b>Build Collective Relationships</b></p> <ul style="list-style-type: none"> <li>● Relationship development: identify and engage with prospective members, and enterprise partners and bring a targeted IWFMN industry message to them.</li> <li>● Negotiation: with external stakeholders, identify the prospective opportunities and build a border Network that makes mutual commercial sense.</li> <li>● Execution of business development projects from business case evaluation through to negotiating and concluding legal agreements.</li> <li>● Develop productive relationships with other relevant stakeholders (IDA Ireland, Enterprise Ireland, Intertrade Ireland, Regional Skills, etc.).</li> </ul> <p><b>Promote</b></p> <ul style="list-style-type: none"> <li>● In conjunction with IWFMN colleagues, lead on brand building and marketing activity, including trade show/conference attendance etc.</li> <li>● Identify and promote IWFMN strengths and advantages, with the IWFMN Border Steering Group &amp; national colleagues as appropriate.</li> <li>● Where necessary, identify possible enhancements to IWFMN offering, work to gain approval for these, and oversee implementation as needed.</li> </ul>
<b>Requirements:</b>	<p><b>MINIMUM:</b></p> <ul style="list-style-type: none"> <li>● Demonstrable experience in an organisational role over many years with good interpersonal skills, a zest for a challenge, a can-do attitude and an ability to report succinctly on activities undertaken.</li> <li>● Track record of experience in business to business development, and commercial negotiation roles an advantage. A demonstrable record of achievement in previous career essential.</li> </ul>
	<p><b>The successful candidate will have the following characteristics:</b></p> <ul style="list-style-type: none"> <li>● Enthused by the opportunity</li> <li>● May be a retiree from Army, Garda, Civil Service, Banking or B2B business development.</li> <li>● Have some commercial experience</li> <li>● Excellent communications, networking and relationship management skills</li> <li>● Good project management and time management skills, able to act on own initiative and deliver quality results under pressure</li> <li>● Good level of commercial acumen and strategic vision</li> <li>● Computer literate and experienced</li> <li>● Proficient in PowerPoint and Excel as well as Word, Social Media and Communications.</li> <li>● Ideally already have a network of contacts across the border region</li> <li>● Open to flexibility and changes in the role.</li> </ul>

<b>Salary Scale:</b>	€40,000 + travel and subsistence expenses
<b>Hours of Work:</b>	The appointee will be required to work 35 hours per week, but attendance outside these hours will be required for some evening programmes managed by this post.  Due to the nature of the role, a flexible approach to work is required.
<b>Annual Leave:</b>	29 days annual leave per annum.

Interested applicants should submit a detailed **Curriculum Vitae** including a **personal statement** as to how you meet the requirements of the post described to [info@iwfm.ie](mailto:info@iwfm.ie)

Latest date for receipt of completed application is: **12noon Friday 19th March 2021**

***Please note:***

- *Applications received after the closing date will not be accepted.*
- *Candidates, not citizens, must hold a valid work permit to work in Ireland.*
- *Candidate must have a full drivers license.*