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Project Manager

Information for Candidates

**December 2023**

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| Strand Campus - Home | Facebook | Sligo Airport Business Park, Strandhill, Co. Sligo  Phone: +353 71 9168477  Email: [**info@strandcampus.ie**](https://strandcampus.ie/) Web: www.[**strandcampus.ie**](https://strandcampus.ie/) |

# About Strand Campus

Strand Campus is located in Strandhill, Co. Sligo. It consists of a modern, well-established 24,000 square feet Enterprise Centre which is fully occupied, catering for a mix of 30 technology and other businesses employing approximately 150 persons. In addition, the Campus incorporates a state of the art, recently completed building which has been developed to attract digital gaming and gamification technology businesses and help establish this region as a serious player in this sector.

The existing services offered include:

* self-contained office and workspace solutions
* meeting and training space
* hot desks available daily or weekly

The entire facility is owned and operated by Sligo County Enterprise Fund DAC, a community owned company with the objective to “*Contribute, support and develop any project or any business or enterprise in Co. Sligo which has the potential for creating or sustaining productive employment and enhancing the economic prosperity of Co. Sligo.*”

More details on Strand Campus can be found at <https://strandcampus.ie/>

**About Strand Campus’ Digital gaming technology ambitions**

The Digital Gaming Centre was funded in significant part through Enterprise Ireland’s Regional Enterprise Development Fund (REDF) as well as the company’s own resources. The Digital Gaming Centre consists of an ultra-modern 9,500 sq ft building over 2 floors in a super location that will focus on supporting digital gaming and associated tech sectors. In addition to the support for the building, REDF funding is available towards the employment of a Project Manager and other expenditure to boost digital gaming and gamification businesses and technology in Sligo and the wider region.

Strand Campus aims to be one of the leading locations in Ireland for entrepreneurs and businesses involved in development of products and services in the digital gaming and associated tech sectors. Ultimately, the company wishes to deepen cooperation with relevant players such as the Atlantic Technological University, Enterprise Ireland, IDA Ireland, Sligo County Council, the Local Enterprise Office, AIM Centre, Sligo Chamber of Commerce, the Northern and Western Regional Assembly, South West College, Fermanagh and Tyrone and others to make Sligo a cluster region of international significance in the digital gaming and associated services sectors.

# The Position – Overview

The Project Manager’s key initial objectives will involve proposing and implementing strategies to attract digital gaming/digital gamification technology businesses to the Campus whilst also driving the commercial and revenue generating activities of the company, including the already well-established Enterprise Centre. The Company has one existing full-time position of Facilities Manager. The holder of that post will report to the Project Manager and continue the current role of managing the facilities, financial administration such as ensuring payments for rental, bills, etc. (subject to appropriate checks and balances which the Project Manager will regularly review and report on to the Board and its Management Committee), administration and miscellaneous day to day activities.

Key outputs over the Programme Manager’s three-year fixed-term contract period include:

* 100 jobs at the new Digital Gaming Centre;
* a vibrant, collaborative ecosystem of 60 digital gaming businesses in place across the wider North-West region;
* a digital gaming cluster established in the North-West region;
* facilitation of 800 participants on learning and development programmes relevant to the sector;
* participation in three collaborative projects with external partners (e.g. leader or partner in EU or nationally-funded programmes around digital gamification technologies).

The Project Manager will also manage the strategic development of the commercial business activities of the existing centre to ensure high satisfaction among clients and secure new business and clients when required. He/she will also have responsibility for proposing and implementing the strategic goals and the financial sustainability of the organisation, as set out by the Board.

The Project Manager will be assisted by the existing Facilities Manager, who will be responsible for all facilities’ management.

## Roles and Responsibilities

* Plan and propose strategic, developmental, marketing and operational policies to the Board (via the Management or other Committee where appropriate) for the furtherance of the company’s objectives and drive initiatives and activities to ensure their implementation;
* As a priority, attract new clients to the Digital Gaming Centre. They must be gaming technology businesses or businesses using gamification technologies;
* generate new business for the Campus, including through the promotion and marketing of the facilities to relevant prospective clients;
* Develop strong relationships and collaboration with all relevant organisations and key stakeholders;
* Assist client businesses to collaborate, gain economies of scale and increase their innovation capabilities;
* Work closely with project partners and relevant organisations to maximise supports for clients of the Digital Gaming Centre and the wider campus;
* Facilitate expert mentoring and coaching to clients of the Centre;
* Develop relationships with overseas companies/agencies and trade/representative bodies such as UKIE (United Kingdom Interactive Entertainment) and TIGA;
* Develop cross-border linkages, including in the context of joint participation in relevant income-generating programmes;
* Drive participation by clients in internationalisation through measures such as engagement with the Local Enterprise Office and Enterprise Ireland, development of trade linkages with overseas bodies and steering clients to participation in relevant trade shows and trade delegations nationally and internationally;
* Signpost clients to the range of supports from the Local Enterprise Office and Enterprise Ireland in particular to assist them scale up their business, increase their levels of innovation and network;
* Pursue additional income streams for the company, e.g. national and EU grants/programmes, conferences, meetings, events, etc;
* Be responsible for budget management, ensuring all projects and operations of the centre(s) are delivered in line with financial plans as agreed by the Board.

Conditions of Employment

* The successful candidate will be offered a temporary fixed term contract for a period of 3 years.
* He/she will report to the Board of Directors and its management or other relevant sub-committee(s).
* There will be a probationary period which will be determined by Sligo County Enterprise Fund DAC. This period may be extended at the discretion of the Board.
* Annual performance targets will be set for the Post and will be reviewed bi-annually with the Board of Directors. Failure to meet performance targets can be grounds for termination of contract.
* An annual salary of up to €80,000 for the duration of the three-year fixed term contract. A bonus arrangement will be considered for achievement of targets for income and profit generation.
* The base for the post is Strand Campus, Strandhill, Co. Sligo.

## Qualifications and Requirements

On the latest date for receipt of completed applications, candidates shall have:

* An Honours Degree (level 8) in Business or other relevant discipline (persons holding qualifications below level 8 with substantial relevant experience which, at the sole discretion of the company, is deemed an acceptable alternative, may also qualify for interview).
* At least 5 years appropriate post degree qualification experience working in an industry where similar demonstratable experience, skills and results can be shown.
* Knowledge of the support and development policies and programmes around innovation, entrepreneurship and enterprise development.
* A good knowledge of the application of technology in a business context (in-depth knowledge of digital gaming technologies is not essential).
* Excellent strategic, leadership, negotiation, organisational/administration and communication/networking skills.
* Good commercial skills/business acumen (relevant experience would be an advantage).
* A full clean driving licence and use of a car.
* Event/cluster development and management skills would be an advantage.

**The Competition**

This is a full-time position based in the Strand Campus facility in Strandhill, Co. Sligo. The successful candidate will report to the Board of Directors of the new company and to relevant sub-committees as required. Some flexibility will be required from time to time in the working arrangements to include evening and weekend availability when required.

**Competencies for the Post**

Candidates are expected to demonstrate in their application form and at interview that they have the vision, knowledge, understanding, skills and experience (as referenced under “Qualifications and Requirements” above) needed for the role. Candidates shortlisted for interview will be required to prepare a short (not more than 7-minute) presentation articulating their vision for the successful operation of the Centre. Candidate assessment will include their proficiency in the following key competencies:

* **Strategic**
* Ability to develop a vision and plot a way forward to maximise the potential of the Digital Gaming Centre, including its commercial potential, in collaboration with clients, prospective clients and other key stakeholders.
* Ability to identify and drive the maximum return on potential opportunities.
* **Communication/networking**
* Ability to influence and engage effectively with key stakeholders.
* Ability to network, including through the use of appropriate technologies.
* **Leadership**
* Ability to create and foster a strong sense of energy, buy-in and personal commitment amongst stakeholders.
* Ability to sustain and drive the commercial success of the Campus, including through the proposal of relevant policies and courses of action to the Board and ensuring Board decisions are implemented.

1. **Garda Vetting and References**

The successful candidate may be subject to Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

1. **Medical Examination**

To satisfy the requirements as to health, it will be necessary for the successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner.

1. **Period of Acceptance of Offer**

The Board of Strand Campus shall require the person recommended for appointment to take up offer of employment within a period of not more than six weeks. In exceptional circumstances the Board, at its sole discretion, may agree to extend this period.

1. **Working Hours**

The successful candidate will be expected to work a minimum of 37.5 hours per week. Flexibility will be required regarding occasional evening/weekend work, for which time off in lieu may be available.

1. **Outside Employment**

The position is whole-time, and the employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

1. **Annual Leave**

Annual leave shall be 21 days per annum.

1. **Car and Driving Licence**

The person employed must hold a full driving licence.

***Sligo County Enterprise Fund DAC is an equal opportunities employer***