



Creative Coast Donegal Executive

Fixed Term Contract until December 2022

The Creative Coast Donegal Initiative was developed and is implemented through the Local Enterprise Office of Donegal County Council. Our vision is: “To build a strong creative and digital economy in Donegal with businesses that are robust, confident, financially viable and collaboration-friendly, all impacting positively on the local economy in terms of job creation, as well as being proactive and competitive on an international stage”.

Donegal County Council has been successful in accessing funding under the Creative Communities Action Fund to carry out some pilot actions up until 30th December 2022.

Donegal County Enterprise Fund on behalf of Local Enterprise Office Donegal and the Creative Coast Donegal seeks applications from suitably qualified and experienced candidates for the position of an Executive for a fixed-term contract until the end of 2022 to facilitate and implement the actions of the Creative Coast -22 project as funded under the Creative Communities Action Fund. The position is full-time and will be based at the Enterprise Fund Business Centre, Ballyraine, Letterkenny.

The executive will report to the Head of Enterprise, Local Enterprise Office Donegal (or their assigns) and to the steering committee of the Creative Coast Donegal.

Candidates must be available to take up the position immediately.

The duties and functions shall include:

- Engaging with creative businesses on a one-to-one basis and identifying their capabilities and needs.
- Delivering on the actions as funded under the Creative Communities Action Fund and in particular researching models of creative clustering and identifying the most appropriate model for Donegal.
- **Preparation and drafting of research report and recommendations on an appropriate model for pilot implementation.**
- Overseeing along with the Head of Enterprise (or their assigns) the development of the three-year action plan for the sector.
- Driving greater engagement in and membership of the Creative Coast Donegal initiative.
- Organisation of business specific interventions, programme and events for the creative sector.
- Raising the profile of the creative sector within and outside the county.
- Facilitating inter-firm co-operation and collaboration within the creative industries in Donegal.
- Carrying out any other duties assigned by the Head of Enterprise LEO Donegal.

Candidates should ideally have:

- A minimum of 2 years previous experience of working in or with small business.
- A relevant third level qualification.
- Previous experience of business development and collaboration.
- A good knowledge of current challenges and emerging opportunities for small business.
- Previous experience in project management.
- Be self-motivated and ambitious.
- Have good writing and IT skills.

Salary: Fixed Term Contract to end of December 2022 - Equivalent LA Grade VI (€49,530 pa)

To apply send your CV and cover letter to Donegal County Enterprise Fund, Enterprise Fund Business Centre, Ballyraine, Letterkenny or email gdaly@donegalenterprisefund.ie by 12 noon on Tuesday April 26th 2022.