

Job Title: Lighthouse Coordinator

Reporting to: Chief Executive Officer

Background:

DCU Ryan Academy for Entrepreneurs (DCURAE) is based in Citywest, Dublin, Ireland. Our aim is to promote and accelerate early stage entrepreneurship in Ireland through events, activities and leading-edge programmes.

We believe a great idea will only become a successful business with the right support. An entrepreneur's idea could be their most valuable creation. www.ryanacademy.ie

Role Description:

The **Lighthouse Coordinator** will oversee, monitor and actively participate in the coordination of all (Horizon 2020) Lighthouse Project activity assigned to the DCU Ryan Academy. Programme duration May 2018 to December 2019 inclusive. Programme Activity will include; events, training weeks, awards event, and interaction and attendance at startup events (local, national and European). The role encompasses a broad set of responsibilities requiring project support capabilities, excellent time management, programme execution including support for the successful promotion (online & offline) delivery of Lighthouse in Dublin/Ireland. The candidate will work primarily with the Chief Executive Officer of DCU Ryan Academy for Entrepreneurs.

Key responsibilities include:

Event Planning & Coordination:

- Coordinate and execute 2 'start up weeks' taking place in the DCU RAE 2018 and 2019
- Coordinate the delivery of workshops relevant to the startup company needs, engage Trainers
- Organise start up dinner event during the 2 training weeks
- Coordinate Mentoring events during the startup weeks
- Coordinate and execute an award event at the end of each cycle of the Project (2 cycles)
- Coordinate with programme partners to send startups to external events/programmes
- Coordinate evaluation and feedback for all events/programmes, to assess impact & value

Communication & Marketing:

- Coordinate the recruitment and enrolment of startup companies onto the project activities
- Coordinate all online and offline communications in line with the Project Lead Partner
- Coordinate the dissemination of all project promotional materials
- Maintain strong relationship/communications with project partners, attending meetings in Europe when required
- Coordinate social media campaign, website and other online activities

Budget Management:

- Monitor budgets allocated for all individual activities, as outlined in the Project Funding
- Maintain accurate records of all expenditure for the duration of the Project
- Ensure final accounts are ready for Project Audit

Report Writing:

- Accurate and articulate reporting for ALL activities submission to Project Lead Partner
- Ability to write clear press release content and coordinate with DCU Comms Dept

In addition, the **Lighthouse Coordinator** will work collaboratively with DCU Ryan Academy team to ensure continued achievement of the Academy's goals by supporting efforts in network development and operational effectiveness. The candidate must be passionate about entrepreneurship and supporting Irish startups.

Required Skills and Abilities:

The Lighthouse Coordinator candidate should ideally have the following qualities & skills;

- Commitment to excellence at all levels and strong attention to detail
- Action orientated, with a 'can do' approach
- Self-starter, able to effectively manage their own workload, take ownership and responsibility for tasks assigned to them and ensure delivery
- Excellent planning, organisational and coordination skills
- Excellent communications, interpersonal and influencing skills
- Ability to multi-task, work to deadlines and work outside regular working hours
- High degree of enthusiasm, reliability, adaptability and eager to learn in a fast paced environment
- Team skills; actively collaborates and cooperates with others, shares information and ideas
- Must have an 'in date' passport to actively travel within the requirements of the Lighthouse Project
- Educated to Degree Level

The Coordinator Role is performance-based, with targets set and results measured against them.

In addition, the role requires someone with the following skills and characteristics:

- Excellent PC skills: word, excel, power point.
- Website management and experience with the use of third party platforms (MailChimp, Wordpress, Twitter etc) and strong technical ability in using e-learning platforms.
- Experience with a CRM System (Salesforce) would be beneficial.
- Ability to manage multiple and changing priorities.

Examples of DCU Ryan Academy programmes & events: (www.ryanacademy.ie)

- Propeller Shannon Accelerator for startups
- Female High Fliers startup accelerator programme
- UStart student accelerator programme
- Science Foundation Ireland's 'SPARK Pre-Accelerator Programme' for their Technology Innovation Development Award
- 'Mentoring for Scale', monthly mentoring clinics for startups
- Hackathons, StartUp Bootcamps and thematic DCU Ryan Academy networking events

To Apply for the Role Contact:

Send an up to date CV and application letter to:

Niamh Collins

Chief Operations Officer

Email: info.ryanacademy@dcu.ie

Tel: (01) 700 6786
