

JOB SPEC:
CREW (COMHOIBRIÚ CLG)
COMMUNITY GROWTH & PARTNERSHIP DEVELOPMENT LEAD

Community Growth & Partnerships Development Lead

The Community Growth & Partnerships Development Lead will drive initiatives, events, and collaborations that foster the growth of CREW and its community of digital creative enterprises across the West and North West of Ireland.

Working closely with the CEO and the CREW team, this role will be instrumental in:

- Building and developing new individual and industry CREW memberships.
- Organising and managing high-quality community events, ensuring seamless execution and engagement.
- Producing highly engaging content relevant to the CREW ecosystem.
- Connecting community members with key opportunities and mentors.
- Leading the coordination of relevant community training and support services.
- Supporting the planning and delivery of CREW Programmes and Projects.
- Overseeing the smooth day-to-day operation of the CREW Innovation and Enterprise Hub, ensuring it remains a dynamic and well-managed space for entrepreneurs, startups, and creative professionals.

Additionally, the Community Growth & Partnerships Development Lead will play a key role in developing a network of practice across the West and North West Region, fostering strong relationships with the Creative Industries community and enterprise support organisations. The role will also focus on establishing and enhancing partnerships that strengthen and sustain the CREW Community.

Key Responsibilities

Community Growth & Business Development

- Identify and recruit individual and corporate members to grow the CREW community.
- Develop and implement strategies to increase membership, drive engagement, and enhance retention.
- Build strong relationships with potential and current members, ensuring their needs are met with value-driven solutions.
- Design and deliver initiatives that support creative digital startups across the West & North West of Ireland.
- Onboard and support CREW members, acting as their advocate, connector, and promoter within the ecosystem.
- Facilitate collaborative partnerships between CREW and strategic regional, national, and international partners.
- Facilitate and nurture an ethos of collaboration and enterprise among CREW members.
- Manage budgets effectively and assist with administration as required.

Community & Event Management

- Plan, organise, and deliver events, including workshops, networking events, and conferences.
- Ensure events provide exceptional member experiences, align with community goals, and contribute to CREW's strategic vision.
- Manage event logistics, budgets, and coordination to ensure seamless execution.
- Support additional initiatives that strengthen the regional startup ecosystem.

JOB SPEC:
CREW (COMHOIBRIÚ CLG)
COMMUNITY GROWTH & PARTNERSHIP DEVELOPMENT LEAD

CREW Programmes & Projects Support

- Assist in the planning, coordination, and delivery of CREW's programmes and projects.
- Work closely with the CEO and Programme team to ensure programmes align with community needs and strategic goals.
- Support the measurement and reporting of programme impact and success.

Communications & Content Production

- Lead the production of community-focused marketing content that enhances engagement and visibility.
- Develop and manage social media campaigns to grow and engage the CREW community.
- Oversee internal communications and event calendars to ensure smooth information flow.
- From time to time, represent CREW at conferences and events, including public speaking engagements.

CREW Innovation & Enterprise Hub Support

- Work closely with the CREW team to deliver on strategic objectives and KPIs.
- Assist with project applications, funding proposals, grant management, and budget preparation.
- Support the day-to-day operations of the CREW Innovation & Enterprise Hub, to continuously seeking opportunities for improvement.
- Oversee the ongoing development and management of the CREW members portal.

Additional Responsibilities

This list is not exhaustive. You may be required to perform other duties as appropriate to the role, as assigned from time to time. You will also be expected to assist with special functions as needed.

As CREW continues to evolve, your role may expand within the general scope of your position to meet market demands, operational needs, or strategic priorities. Flexibility is a key requirement, and you must be open to adapting to changes in responsibilities.

To be successful in this role you'll need:

- Bachelor's degree in business, marketing, communications, or a related field (or equivalent experience).
- 3+ years of experience in community & event management, customer experience, or program management.
- Excellent interpersonal and communication skills with knowledge of working with start-ups within the creative industries a bonus.
- Proven experience in managing the operations of a membership-based organisation.
- Strong experience in event management, including planning, logistics, and execution.
- Experience in content production, social media management and updating online platforms.
- Creativity and innovation in problem-solving, passionate about developing vibrant and engaged communities.
- Ability to facilitate connections, collaborations, and build strong relationships.

**JOB SPEC:
CREW (COMHOIBRIÚ CLG)
COMMUNITY GROWTH & PARTNERSHIP DEVELOPMENT LEAD**

- Excellent organisational and project management skills with the ability to juggle multiple initiatives in a busy environment.
- Flexibility to adapt to the evolving needs of the community and organisation.
- Willingness to travel periodically for events, meetings, and networking opportunities.

Core Competencies

- Excellent interpersonal and communication skills
- Business development
- Event management
- Results-driven mindset
- Collaborative leadership
- Creative problem-solving
- Action-oriented approach
- Planning and organisational skills

Term:

This is a **24 month** fixed term contract. Start date is immediate.

Apply Today:

To apply, please email your CV and cover letter directly to: Niamh Costello CEO of CREW
Niamh.costello@crewdigital.ie

For any queries regarding the role, please contact Niamh Costello at the above email address.

Deadline for applications: Tuesday 15th April 2025 at 4pm.