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| **Job Title** | **Not So Different Creative Ability Hub Manager** |
| **About Not So Different** | Not So Different is a social enterprise promoting equality and inclusion of neuro-divergent individuals and their families. We work to improve opportunities and outcomes for neuro-diverse individuals through education and employment. Not So Different was established in 2016 for the purposes of:• Promoting equality and inclusion for neuro-diverse individuals and their families. • Increasing knowledge understanding and acceptance of neuro-diversity through education.• Increasing capacity of those supporting or working with neuro-diverse individuals through training. |
| **Role of Creative Ability Hub Manager** | The Creative Ability Hub Manager is responsible for the services delivered through the Not So Different hubs in Coolock and Blanchardstown and third hub, which will be launched in 2020. The role of the manager is • To promote the work of Not So Different Social Enterprise through the Creative Ability Hubs across different locations.• To provide in house training for Not So Different Community Services Programme staff which include individuals with neurological developmental conditions) such as manual handling, health & safety, etc.• To develop individual personal progression plans for Community Services Programme staff to support their career progression.• To be responsible for the administration of the Community Services Programme staff in line with programme guidelines.• To be responsible for Community Services Programme service delivery through social enterprise creative ability hubs and working with individuals, educators, employers, service providers, and community as a whole.• The manager is also responsible for the financial management of the Creative Ability Hubs. • The manager is also responsible for maximizing the commercial potential and rental potential of the Creative Ability Hubs and the development of retail aspect of the Not So Different training courses. |
| **Essential Requirements** | Must have **previous knowledge of and experience of** the following and **be able to demonstrate** both at the interview:• Adhering to programme guidelines in the development and management of the community services programme for Not So Different.• Financial management experience including payroll, accounts and budgets• Working with staff and hub service users that are neurologically diverse. • Developing personal progression pathways for staff to ensure their successful progression along their chosen pathway.• Social enterprise model and this model is used to develop sustainability of hubs to ensure job creation and retention.• Facilitating training such as manual handling, health and safety awareness etc.• Working with neuro-divergents and their families, educators, employers and the community as a whole as they access services through the creative ability hub. • Working with CSP to ensure the successful delivery of services through the hub, to increase usage of the hubs and to provide a community based hub that supports the needs of individuals and their families in the community.• Developing marketing and promotional material to increase awareness of the Creative Ability Hubs in the community. |
| **Specific** **Requirements** | • MS Office skills, data management skills including data protection and data entry and general IT admin skills.• Excellent communication skills dealing with staff, hub users, the public and individuals that are neurological diverse. • Individual must be a self-starter, motivated, have the ability to both work as part of a team and work on own initiative as this is a requirement of the job. • Must have own transport – B licence. • Garda Vetting is a requirement.• Child Protection Training is a requirement. |
| **Educational Requirements** | Must have BA or equivalent in Business, Social Entrepreneurship or Human Resource Management |

**Application Process**

To apply, please send a comprehensive CV and letter of application detailing your suitability for the role to info@notsodifferent.ie

When emailing your application, please put job title **Creative Ability Hub Manager** in the subject heading

Closing date for all applications **is 5pm** **Wednesday 11 December 2019**

**NOT SO DIFFERENT IS AN EQUAL OPPORTUNITIES EMPLOYER**