

Job Description | Project Manager

Job Title: Project Manager

Salary: £28-35k per annum (depending on experience)

Contract: Fixed contract to 30 April 2026, extension subject to funding

Hours: Full time or part time considered (minimum 3 days per week pro rata salary)

Location: Hybrid – home and office (Arthur House, Belfast)

Responsible to: Head of Entrepreneurship

What's the Role?

Reporting to the Head of Entrepreneurship, the Project Manager is responsible for coordinating events and programmes targeted at entrepreneurs, at the pre-start, start up and growth stages of business. The Enterprise Project Manager may also be involved in monthly and annual events which support entrepreneurs and Women in Business members.

This role involves:

- End-to-end project management for startup and growth programmes.
- Planning and delivering engaging events for entrepreneurs and Women in Business members.
- Providing direct support to female entrepreneurs, offering signposting, mentoring, and guidance.
- Building relationships with key stakeholders, funders, and partners.

If you enjoy organising impactful events, working directly with entrepreneurs, and making a real difference in the business community, this role is for you.

About Entrepreneurship at Women in Business

The Entrepreneurship team run a range of programmes supporting women at every stage of their business journey.

Yes You Can programmes (Finishing 2025)

- Imagine It – A one day discovery bootcamp
- Explore It – A five-month training and development programme for startups
- Grow It – A five-month growth programme for founders ambitious to grow
- Pitch It – An annual pitching competition for early-stage entrepreneurs
- Fund It – A fund of £20k to be distributed among startups with highest disadvantage or need.

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Other Funded programmes:

- Building Futures – A series of one day awareness events on entrepreneurship and several enterprise development programmes, targeting “economically inactive”, women, working in partnership with Women’s Tec in Belfast and Bolster in Newry. Funded by Shared Prosperity
- Spark It All Island – A programme for startups from the island of Ireland. 32 women are benefiting from online training, 121 mentoring and Champion group mentoring. Additional women are invited to one day festival events “Spark Fest”. Funded by Shared Island through InterTradelreland
- Grow It All Island – A programme for growth businesses from the island of Ireland. 32 women entrepreneurs are benefiting from in person training, connect days, 121 mentoring, Champion group mentoring. Funded by Shared Island through InterTradelreland.
- TechSpark NI – A programme for 15 tech founders at pre-revenue stage, offering a mix of in person and online training and 121 mentoring. Funded by Barclays Eagle Labs.
- Go Succeed delivery partner. Delivery partner for Enterprise NI’s startup support programme (2-3 workshops and events per month).

Entrepreneurial Events & Membership Support

In addition, the team are responsible for ensuring delivery of monthly and annual events to our members, with a specific focus on those who are entrepreneurs.

- Online webinars on specialist topics
- Monthly Lunchroom
- Grow It Alumni networking dinners– 2 events per year
- Quarterly in person Entrepreneurs Connect event
- Online Coffee & Conversations to welcome new members, provide business mentoring and direction to existing members
- Facebook group – contributing to content, guest speakers and engaging members and non-members
- Sectoral online networking groups such as Women in Marketing and Women Creatives
- Contributing ideas and support to the annual Entrepreneurship Conference.
- Welcoming new members and trying to re-engage less active members.
- Other initiatives and collaborations that support our members and entrepreneurs.

Collaboration & External Engagement

- Support the Techstart Women Founders Competition through marketing, judging and identifying and matching volunteer mentors
 - Support the Invest NI Ambition to Grow programme that targets women
 - Participating in the Inclusive Entrepreneurship group and working towards an Awareness Conference in April 2025
 - Representing Women in Business on key economic forums and networks.
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What are my working hours?

- Monday to Thursday: 9am – 5pm
 - Friday: 9am – 4pm (35-hour full-time week)
 - Hybrid working – mix of home and office (minimum two days per week in our private office at Arthur House, Belfast).
 - Evening events – occasional flexibility required (Time in Lieu policy applies).
 - Part-time/flexible working available – minimum three days per week (Wednesdays are office-based).
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What will I be working on? :

- Project Manager for startup and growth programmes (to be agreed which ones depend on experience and need).

This will require full responsibility for the assigned project/ delivery of targets:

- Curating content
- Scheduling
- Marketing
- Recruitment and selection of participants
- Sourcing and coordinating speakers and facilitators
- Resource management
- Budget management
- Financial claims to funders
- 121 support of participants
- Venue and catering management
- Allocating and managing mentors
- Hosting workshops and events
- Speaking in public
- Writing reports
- Processing invoices
- Reporting to funders

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- Speaking, opening and facilitating at events
- Representative for Women in Business on committees and at key stakeholder events
- Potential to delivery training and mentoring on enterprise/business startup. (not essential)
- Project Administration includes developing evaluations, monitoring documents, processing invoices, client liaison, project reporting, impact measurement, client databases.
- Liaise directly with entrepreneurs and provide advice and signposting
- Recruitment of entrepreneurs to programmes and engaging founders to become members
- One to one meeting with members and entrepreneurs to provide signposting and support
- Programme and event marketing, including providing content for social media/website, email marketing, building relationships with clients and stakeholders and representing the organisation as required.
- Respond to enquiries/ communications.
- Ensuring excellent customer experience for our members and entrepreneurs
- Contribute ideas for development, delivery and fundraising
- Contribute to tenders and grant applications if required
- Contribute to all areas of entrepreneurship support as required.
- Contribute to supporting the retention of our members (employed and self-employed) through hosting or helping at events.

Are you the Ideal Candidate?

- Self-motivated, energetic and autonomous
- Ability to take responsibility for a project, work independently, achieve targets and ensure we continue to achieve excellent feedback from our participants
- Demonstrate your own initiative in projects and events
- Excellent communication skills
- Customer-oriented and strong customer service skills
- Positive mindset and friendly manner (we want our members to love coming to our events!)
- Flexible and willing to learn
- Strong attention to detail

The 'need to have' Qualifications:

- 2+ years' experience in a relevant role (enterprise support, business support, marketing, event management or running your own business) and have experience in multi-tasking within a busy team.
- Degree or Equivalent level of qualification or Business experience
- Experienced in Microsoft Office applications – Word, Excel and PowerPoint
- A current driving license and access to a vehicle.

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The 'would be great to have' criteria:

- Experience in a business support or enterprise support organization
OR
- Experience of entrepreneurship through own endeavors or family background
- Experience in a non-profit organisation.
- Knowledge of the business support sector and your own network you can reach out to
- Business mentoring or business training skills.
- Marketing skills including use of Mailchimp, Canva, Instagram, LinkedIn, Microsoft Office suite or other useful tools.

Our People Matter to us

- Competitive employer pension contribution of 8%.
- 25 annual leave days plus 12 statutory bank holidays. (pro-rata if part time)
- 35hr working week full time.
- Annual duvet day.
- Birthday day off
- Sick pay - you may receive a maximum of 28 weeks paid SSP for any period of sickness absence.
- Enhanced maternity pay.
- Time in Lieu policy.
- Training/ development opportunities.
- Private medical insurance (once probation period ends)

Ready to Apply?

Send your CV and a short cover email to roisin@womeninbusinessni.com with the subject "**Project Manager Application.**"

Closing date: 18.3.2024 9am

Interviews: 27.3.25 or 2.4.2025

If you have relevant experience and a great attitude, we encourage you to apply even if you do not meet every single requirement.

Join us and help shape the future of female entrepreneurship in Northern Ireland.