

<b>Title</b>	Startup Programmes & Digital Platforms Executive, Start-Up Ireland
<b>Grade</b>	Level D
<b>Department</b>	Start Up & National Enterprise Hub
<b>Divisions</b>	Entrepreneurship, Regions & Local Enterprise
<b>Reporting to</b>	Digital Startup Programme Manager
<b>Salary</b>	<b>€52,026</b>
<b>Location</b>	Dublin
<b>Job reference</b>	<b>EI.162.25E</b>
<b>Closing Date</b>	<b>Friday, 9<sup>th</sup> January 2026</b>

---

**Applicants must have employment eligibility to work in Ireland and be available to work in the Enterprise Ireland location specified for the role.**

---

## **Background**

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy.

Enterprise Ireland's (EI) strategy for the period 2025 – 2029, will focus on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which Irish businesses operate is constantly changing and business needs to be innovative and ambitious to succeed. Our 5-year strategy sets out how we will support Irish business to START, COMPETE, SCALE and CONNECT to deliver jobs across Ireland and impact globally.

Enterprise Ireland's new Strategy 'Delivering for Ireland: Leading Globally' outlines key ambitions to support 1,000 new startups and to deliver a roadmap for Startup Ireland.

The Government's Competitiveness and Productivity Action Plan sets out a number of actions to support startups including the establishment of Startup Ireland, a national accelerator and a national startup hub. This role will support the delivery of a digital national startup hub.

## **Role purpose**

Enterprise Ireland (EI) is seeking a dynamic executive to support the management of EI Startup Programmes and the delivery of a digital national startup hub, which will support early-stage entrepreneurs from a wide range of diverse sectors, regions (national & international), and stages of development.

This will include supporting and working with Digital Startup Programme Manager on the delivery of all aspects of the Digital startup hub, and startup programmes, including the design, founder consultation and delivery of the platform, aligned to EI's service transformation programme.

## **Key Accountabilities**

- Support the delivery of the digital national startup hub, supporting the Programme manager on all aspects of design, industry consultation, procurement, project management through to implementation and delivery

- Working with the Programme Manager, and EI teams including BP&IT & Service Transformation, deliver a range of projects supporting the digital platform including UX/UI, CRM, Data frameworks, service design, content and marketing automation
- Implement a new overarching framework for developing a national founder database, developing insights & data and measuring the impact of all digital touchpoints across EI startup programmes and initiatives to support founder progression
- Manage the development of digital platform content for founders, investors, programme operators and stakeholders in Ireland and oversees supporting the startup pipeline
- Ensure high quality digital experiences for founders across the digital hub, portal and delivery of online services for founders/entrepreneurs to enhance accessibility
- Research and deliver initiatives to support the continuous improvement of the digital startup hub to ensure they meet evolving founder and market needs, particularly in key sectors
- Develop digital pathways across the full start-up ecosystem and ensure strong coordination with EI funding instruments, in particular PSSF and HPSU
- Support the delivery of other EI Startup Programmes and initiatives working with relevant Programme managers to deliver high impact initiatives

### **Functional Competencies (Key Skills and Knowledge)**

- Demonstrated strong project and programme management skills is essential
- Proven stakeholder/customer engagement skills and collaborating with a wide variety of external stakeholders is essential
- Experience in contract and budget management/administration, actively leveraging terms to maximize value for money, and support programme delivery is essential
- Experience in implementing continuous improvement and customer experience initiatives is desirable
- Demonstrated ability to prepare reports, analyse data using CRM systems, research & manage surveys to support service delivery is desirable
- Ability to achieve goals working as part of a high-performance team in collaboration with a wide range of internal teams is desirable
- Willingness to travel and work outside standard business hours, including regular regional and some international travel where required

### **Enterprise Ireland Behavioural Competencies**

#### **Results Focused**

Strong drive to achieve, with the ability to remain outcome and results focused with regard to multiple business priorities and organisational goals. Strong commitment to monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

#### **Innovation and Risk-Taking**

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the look-out for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

#### **Problem Solving and Decision-Making**

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

#### **Client Focused**

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

#### **Communicating with Impact to Influence Others**

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

**Teamworking**

Expertise in building and developing teams, working collaboratively with colleagues, shares information and respect the opinions of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

**Embracing & Leading Change**

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

**Acting / Leading with Integrity**

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

**Networking**

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

**Developing Yourself & Others**

The ability to lead, inspire, motivate and energise yourself and others to creates an environment that enables others to excel in terms of job performance.

---

**Salary scale****€52,026 to €74,725 per annum contributory superannuation**

Rising to €76,521 by long service increments

**€49,701 to €71,098 per annum non-contributory superannuation**

Rising to €72,804 by long service increments

Candidates should note that entry will be at the minimum point of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

\*Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. \*

---

**Application and selection process**

The selection process may include short-listing of candidates. The selection criteria will be based on the essential requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages – template attached) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.162.25E** to [HRconnect@enterprise-ireland.com](mailto:HRconnect@enterprise-ireland.com) to be received no later than **Friday, 9<sup>th</sup> January 2026**.

*N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [HRConnect@enterprise-ireland.com](mailto:HRConnect@enterprise-ireland.com)*

**ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON 18<sup>th</sup> DECEMBER 2025**

**Enterprise Ireland is an Equal Opportunity Employer**

[Recruitment Data Protection Statement | Enterprise Ireland \(enterprise-ireland.com\)](#)