



Job Description – Revival Program Officer Ghent

Introduction

Do you believe in entrepreneurship as a fantastic tool to create prosperity, growth and development for our country ? Do you believe that entrepreneurs are playing a major role in overcoming our biggest social and societal challenges ?

Do you see failure as a milestone towards success and do you believe in second chances ?

Then your beliefs converge with ours and this might be a job that will change your life (while changing others).

Pulse Foundation promotes entrepreneurship in all its forms in Belgium and is active on the whole entrepreneurial value chain, from culture of entrepreneurship to internationalization or second chance.

Through our program Revival - based on the french organization “60.000 Rebonds”, we offer free support to all entrepreneurs that have stopped their activities (following a bankruptcy) and are looking for a way to bounce back.

During our 12-months program, for a few hours per week, the entrepreneurs are offered personal and individualized accompaniment by a coach and a mentor as well as collective workshops, facilitating the peer-to-peer exchange and self-development.

Revival has been active for one year now in Brussels and has welcomed more than 20 entrepreneurs and 65 volunteers. It is now time to expand our activities to Flanders starting from Ghent.

The candidate's mission

The function of Revival Program Officer is at the core of the Revival Program organization. The officer will be responsible for all operations of the Revival Programme in the Flemish region, operating at first from Ghent.

She/He will be responsible for :

- Follow-up of candidates applications to the program : information, processing of application forms, interviews with the onboarding committee, welcoming candidates into the program;
- Organization of the entrepreneurs program journey : matching with coaches and mentors, follow-up of the program path, connecting with experts and partners, getting feedback and evaluation;
- Research, recruitment and selection of coaches, mentors and experts needed for the



- support program;
- Facilitation of the volunteer community, in order to make it a diverse, coherent and cohesive community and to advise them in their supporting roles;
 - Definitions, organization and preparation of collective trainings, workshops and gathering for entrepreneurs and volunteers;
 - Setting up, monitoring and managing partnerships with the actors of the ecosystem supporting entrepreneurs (Bedrijfsrechtbank, Netwerk Ondernemen, Vlajo, Dyzo, etc.);
 - Reporting and measuring the impact of the program. Making improvements to program processes, methodology and tools;
 - Continuous communication of the program to all targets and through appropriate digital and traditional channels;
 - Assistance in the search for public and private subsidies and funding.

The candidate will be responsible for the development of the Revival program in Flanders and will work autonomously and in collaboration with the rest of the Pulse Foundation team and its partners. Revival works collaboratively with all the people involved in its program : entrepreneurs, volunteers, partners and donors.

Your profile

This multifaceted position (organization, human support, development, communication...) is intended for a candidate who is an entrepreneurial activist with experience in managing projects involving many partners. We are looking for a team member with the following expertise:

- Higher education degree (university or equivalent), preferably with an economic or social orientation.
- Perfect command of Dutch and French (the program taking its root in France, embracing its DNA requires an understanding of the culture), good English skills;
- Experience in planning, managing, coordinating and monitoring projects;
- Minimum 3 years of experience in the entrepreneurship or coaching sector, as well as an excellent understanding of the reality of entrepreneurship in Belgium.

The following skills are essential to successfully complete the mission :

- The need to participate in a project with high societal value : commitment, sociability and benevolence;
- Motivation, dynamism, ability to federate;
- Organizational skills and ability to plan and manage a project;
- Autonomy and capacity for initiative;
- Adaptability to its interlocutors in all contexts;
- Empathy, tact, excellent digital and traditional communication skills;
- Collaborative working style, using collective intelligence;
- Solution-oriented and practical mindset;
- Rigor in the management of budgets, processes and reporting



What we offer

Working for Pulse Foundation and the Revival program is more than just a job. You will be part of a competent team of motivated people who strive to impact and bring societal change everyday. We will give you the opportunity to develop as a socially responsible professional.

This includes :

- a full-time or 4/5th permanent contract;
- an attractive salary;
- location in Ghent with partial teleworking;
- a wide and varied range of tasks, with both creative and operational challenges and a high degree of autonomy
- the opportunity to work in contact with many actors involved in the program: coaches, mentors, experts, private and public partners, entrepreneurs, ...
- a dynamic work environment within an entrepreneurial organization.

How to apply

Do you see yourself fully integrated into this picture ? Don't hesitate any longer and send a CV and cover letter to recruitment@pulsefoundation.be with the mention "Revival Program Officer". We are very excited to meet you!