

Job Description

Position Title:	Multi Centre Community Manager
Location:	Ongar & Tyrrelstown Community Centre's, Dublin 15
Reporting to:	Eileen Cormack

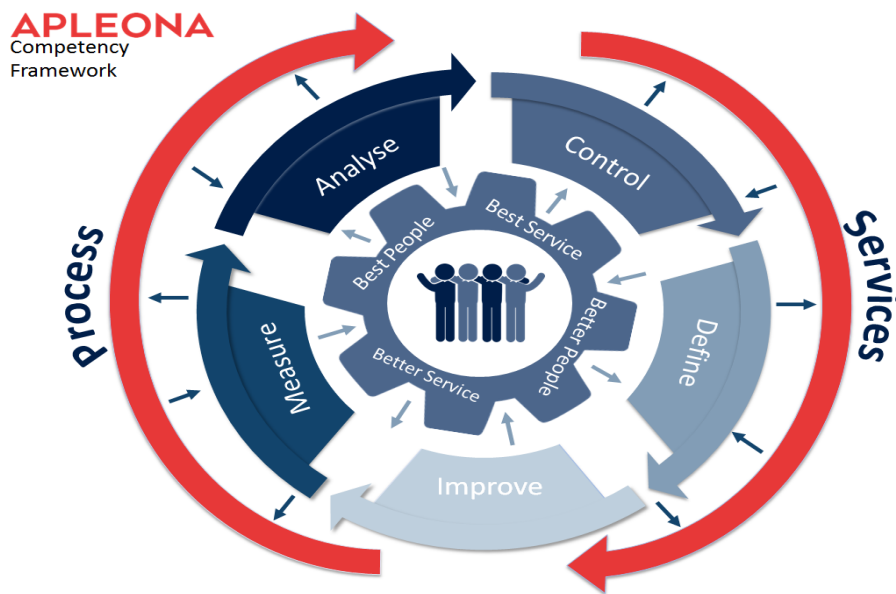
Summary: The Community Centre Manager is responsible for the overall management of the daily operations of one or more Community Centres in the Fingal area, including reporting to the Board/Representatives of the Board, management and engagement of clients and activities, and general management including staff management. They will be the main point of contact for the Centre's and, in line with the Community Centres' mission, aims and objectives, will endeavor to provide a positive focal point for the relevant local communities and to strive to meet the needs of the diverse local communities in an inclusive way through the provision of space which supports the promotion of participation in sport, leisure, educational and recreational activities, whilst maximising the use of the Centre's.

Main duties and responsibilities

Primary Duties: Tasks will include but not limited to:

- To act as the main point of contact for Community Centre's.
- Report directly to the Board of Management/Representative on strategic planning, financial matters, pricing and staff- issues on a monthly basis. Along with development and implementation of good Governance Policies and Procedures
- Develop Business Plan and Marketing Plans that will build on the existing income streams, provide future direction for the Centre, promote further community engagement, and increase awareness and footfall into the Centre's.
- Implementation of the Community Centre's Business aims and objectives.
- Develop close working relationships with all stakeholders (including but not limited to e.g. Local Development Groups, Resident Associations, local Schools, Empower, Foróige, DDLETB, Local Garda, Fingal County Council and Fingal County Council Community Department and local groups and organisation etc. to ensure that there is a suitable healthy environment for everyone using the Centres.
- Develop close working relationships with all Clients.
- Evacuation & Emergency Procedures - Be fully familiar with the health and safety policies and procedures and ensure that the appropriate procedures are applied in the event of an emergency/ lead in all fire evacuation drills / Ensure the appropriate emergency services are contacted and liaise with them on arrival / Ensure that calm is maintained at all times.
- Provide a welcoming and warm environment for all customers and visitors to the Centre.
- Respond to initial enquiries including showing potential hirers for the Centre around, answer the telephone, replying to e-mails, using online tools etc.
- Ensure all processes/procedures are implemented.
- Produce monthly reports, letters and other documentation as directed.
- Ensure effective maintenance of the building – including maintenance programmes, ensuring the supervision of contractors and others regarding work in the building in line with the safe system of work.
- Financial management to include – developing/manage the Centre's budgets to ensure income and expenditure are in line with targets, financial systems are adhered to, and financial information is prepared for the annual audit.
- To apply for relevant grants and funding for the Centre's to ensure financial sustainability of the Centre(s) and expand on the current range of services etc.
- Staffing - recruitment/Selection of Staff and daily management, motivation and development of staff, carrying out performance reviews etc. Ensure salaries/hours worked are submitted accurately and on time to payroll.
- Ensure all Environmental, Health and Safety guidelines are met and maintained and that approved safe system of work (including Permit to Works) are adhered to.
- Maintain confidentiality on all matters relating to the Centre's users and general Centre's business.

- Overseeing invoicing of all Clients in a timely manner and payment of same to ensure healthy cash flow and avoidance of bad debts.
- Maintain appropriate filing systems and records.
- Liaise with Key holding company and participate on keyholding out of hours contact list.
- Manage and maintain an up-to-date pre planned maintenance schedule
- Manage budgets in conjunction with the Board of Directors.
- To have excellent problem-solving abilities and have the ability to resolve challenging situations in a calm, effective and timely manner.
- Liaise with Pobal contact, ensuring all requirements/policies etc in are in place and adhered to (where applicable)
- Liaise with the CE Supervisor in relation to CE participants.
- Liaise with TUS Supervisor in relation to TUS participants.
- Participate in Fingal County Councils Facilities Network and attend master classes.
- Be innovative in the development of Community Based Projects and the rollout of same.
- Other duties as required.



This job description forms the basic requirements of your employment. This is not an exhaustive list and there may be occasions when you are required to perform duties outside the scope of your job description.

I have fully read and understood my roles and responsibilities, as outlined in the job description:

Print name:

Signature:

Date: