

## **North Leinster Citizens Information Service: Regional Manager** **(<https://www.activelink.ie/node/113020>)**



### **Regional Manager**

Citizens Information Services provide free, confidential and impartial information, advice and advocacy services to the public on social services, rights and entitlements.

North Leinster Citizens Information Service (NLCIS) is currently seeking to recruit a permanent, full-time Regional Manager.

Key tasks for this post include implementing an agreed national strategic plan in relation to the delivery of information advice and advocacy services within the assigned region, ensuring the efficient delivery of service through the management of resources, and supporting the regional Board to implement good corporate governance across the region.

The Regional Manager will be responsible for finance and planning for the region including the management of regional budgets and reports, as well as assisting in the recruitment of CIS staff.

Candidates should have a relevant third level qualification. A thorough understanding of the issues around the provision of, and access to information, advice and advocacy services, as well as experience in staff supervision, customer service, evaluation and monitoring procedures, promotion and publicity are essential. Experience in project management and knowledge of and experience in staff training is desirable.

**Reports to:** The Chair of NLCIS' Board of Directors.

**Salary scale:** €63,501- €74,492 (including 2 Long Service Increments)

**Annual Leave Entitlement:** 31 days.

**Pension:** There is a company pension scheme in place, membership of which is mandatory. Employee contribution is a minimum 5% of salary and employer contribution is 7% of salary.

**Incremental Credit:** It is expected that all new entrants to NLCIS will be appointed at point one of the salary scale. However, NLCIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into the organisation. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

**Location of post:** The Regional Office is based in Navan, Co. Meath but the successful candidate may be required in other offices around the region.

**Hours:** The position is full-time and may involve working some unsocial hours. The position entails travel throughout the region; therefore, the ability to provide your own transport requirements is necessary for the post.

A detailed job description and application form together with further information on CIS can be accessed at:

<https://www.citizensinformationboard.ie/en/news/vacancies/nlcis20250110...>

<https://www.citizensinformationboard.ie/en/news/vacancies/nlcis20250110.html>

### **Application Procedure**

The completed application form and a covering letter should be emailed (in Microsoft Word and as an attachment) to [hr.northleinstercis@citinfo.ie](mailto:hr.northleinstercis@citinfo.ie) (mailto:hr.northleinstercis@citinfo.ie)

Shortlisting will apply. Canvassing will disqualify. Applications and covering letter must be typed. CVs, late or incomplete applications will not be accepted.

**Closing date for receipt of applications:** 1pm on Wednesday 29 January 2025. Interviews are expected to be held,

following shortlisting, from week commencing 3 February 2025.

For details on how your personal data will be used as part of this process our Data Protection Notice for Job Applicants is available at: [http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html)  
([http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html))

**North Leinster Citizens Information Service is an equal opportunities employer.**

**North Leinster Citizens Information Service is funded and supported by the Citizens Information Board.**

**Region**

Co Meath

**Date Entered/Updated**

10th Jan, 2025

**Expiry Date**

29th Jan, 2025

<b>Attachment</b>	<b>Size</b>
<a href="#">02. Candidate Pack_NLCIS_Regional Manager.pdf</a>	321.75 KB
<a href="#">01. Application Form_NLCIS_Regional Manager.docx</a>	51.27 KB

---

**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113020-north-leinster-citizens-information-service-regional-manager>