

Cumann na Daoine: Building Operations Manager **(<https://www.activelink.ie/node/114997>)**



WE ARE HIRING!

Cumann na Daoine (CnD) is currently recruiting for the position of

Building Operations Manager

This role is 21-hours per week fixed-term contract for one year subject to funding.

About the Role:

This role offers an opportunity to make a significant impact within a supportive and community-focused environment, where you will be a key part of ensuring the smooth running of CnD Resource Centre. You will help maintain a welcoming space for staff and visitors while ensuring the building operates efficiently and safely.

Job Specification

- Oversee the daily operations of the building, including supervising caretaking, cleaning, and reception staff.
- Manage the weekly work rota for front office staff and caretakers (all those on employment support schemes), ensuring appropriate building opening and closing times.
- Develop and maintain a schedule of agreed courses to the public, including ETB courses.
- Liaise with front office staff regarding room rentals and ensure all procedures are followed.
- Ensure compliance with all regulatory standards for the building, including health & safety, fire regulations, and compulsory training.
- Conduct interviews for CE, Tus, and RSS schemes as needed.
- Report monthly to CEO and management sub-committee when required.
- Collaborate and work closely with all CnD staff.
- Represent CnD professionally, maintaining courtesy with staff and visitors to the building.
- Promote room rentals to the local community through appropriate marketing efforts.
- Carry out all duties with a focus on equality and social inclusion.
- Perform additional duties as assigned by the CnD management committee.
- Maintain a high level of confidentiality at all times.

Requirements

- Minimum of 2/3 years' experience in supervision and administration.
- Excellent interpersonal, communication, and engagement skills.
- Experience in recruiting, supervising, and motivating staff.
- Good IT skills (Word, PowerPoint, Excel) and report writing ability.
- Ability to supervise in a clear and supportive manner.
- Experience in community/voluntary work environments, with a welcoming approach to the public, service users, and agency representatives.
- Willing to work flexible hours.

The successful candidate will be committed to the ethos and mission of Cumann na Daoine and will be expected to ensure that all aspects of practice are informed by company policy and procedure.

Salary: €21,840 per annum.

Funding: This position is funded by Cork County Council.

This role offers a fantastic opportunity to join a vibrant community development project in Youghal. If you're passionate about making a difference in the community and have the relevant skills, we'd love to hear from you.

To Apply:

Please send your **CV and cover letter** detailing your suitability for the role to:

Email: ascumannnadoine@gmail.com (<mailto:ascumannnadoine@gmail.com>)

Deadline: 5pm, 23rd May 2025

Please include '**Building Operations Manager**' in the subject line of your email.

Alternatively, you can send your application to:

Aine Scanlon, CEO Cumann na Daoine, Catherine Street, Youghal, Co. Cork.

Cumann na Daoine is an equal opportunities employer.

Region

Youghal, Co Cork

Date Entered/Updated

9th Apr, 2025

Expiry Date

23rd May, 2025

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