

## **Society of Saint Vincent de Paul: Centre Manager - Croí na Gaillimhe Resource Centre** **(<https://www.activelink.ie/node/115788>)**



### **Centre Manager**

**Reference No:** VA476

**Location:** Croí na Gaillimhe Resource Centre, 1 Mill Street, Co. Galway, H91 X37

**Duration:** Permanent Full Time

**Hours:** 37.5 hours per week

**Published:** Thursday 22nd May 2025

**Closing Date:** Midnight Friday 30th May 2025

An exciting opportunity has arisen for an experienced Centre Manager to join our Croí na Gaillimhe Resource Centre. This role is part of the Society Children and Family Services Team. The post holder will have responsibility for leading the strategic and operational management of the centre, ensuring the delivery of high-quality social, educational, and developmental programmes. This includes developing and implementing work plans, managing a team of staff and volunteers, overseeing financial planning and reporting, maintaining compliance with safeguarding and health & safety regulations, and fostering partnerships with community and statutory agencies. The role requires a proactive and compassionate leader committed to social inclusion and community development.

This is a great opportunity to join one of Ireland's largest voluntary organisations and make a difference in your community.

### **Why work with SVP?**

#### **SVP Benefits**

**All SVP Benefits are subject to the prevailing policy and associated length of service requirements**

- 23 days annual leave for all staff; Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
- Pension: 5% employer and employee contribution with an option to increase to 7% on a matching basis
- 2 discretionary days (Good Friday & Christmas Eve)
- Group discount for Hospital Saturday Fund (HSF)
- Paid Sick Leave: Sick Pay following 13 weeks, with entitlement increasing with length of service (Subject to terms of policy)
- Education Support for job relevant courses (Subject to terms of policy)
- Paid Maternity & Paternity Leave (18 weeks full maternity leave pay for staff with more than 12 months service & 2 weeks full paternity leave pay for staff with more than 12 months service)
- Employee Assistance Programme
- Life Assurance – four times annual salary
- Life Appreciation Recognition: Additional one-off 5 days annual leave allocated in year that 25-, 30-, 35- & 40-years' service achieved, plus €250 voucher
- Christmas Voucher: €250 voucher for all staff (Subject to terms of policy)
- Retirement: Staff with 10+ years' service will receive a €250 voucher on retirement
- Hybrid/Flexible Working Available: SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)

- SVP Experience Day: Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

## The ideal candidate will possess the following:

- A third level qualification in a relevant discipline is required for this role (e.g. Social Studies/Care, Community Studies, Community Education or related field) at Level 8 NQF or Higher is essential
- At least 3 years' experience working in a leadership/management role in an educational/training/Community setting is essential
- Experiencing in team leading or supervising staff and volunteers.
- Self-motivated with excellent team leading skills.
- Ability to oversee and support the work of volunteers.
- A team worker with an ability to prioritise tasks
- Excellent IT skills including knowledge of record keeping and databases.
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

## ABOUT SVP:

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing, community care, shops, administration and other specialist areas

## How to Apply:

If you meet these requirements and have the desire to join one of Ireland's best known, trusted and respected not-for-profit organisations, please complete the online application [www.svp.ie/careers](http://www.svp.ie/careers) (<http://www.svp.ie/careers>).

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted.

### SVP is an Equal Opportunities Employer

#### Region

Galway

#### Date Entered/Updated

22nd May, 2025

#### Expiry Date

30th May, 2025

Attachment	Size
<a href="#">Job Description - Centre Manager.pdf</a>	200.72 KB

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