

## **Balgaddy Community Centre: Community Centre Manager (Temporary) (<https://www.activelink.ie/node/116461>)**

### **Role: 3 months temporary contract - Community Centre Manager**

#### **Overview of Balgaddy Community Centre, Clondalkin, Dublin 22.**

Balgaddy Community Centre is a newly constructed multi-purpose community building, comprising of three community rooms, hall and childcare room, which aims to be a positive and inclusive focal point for the local community to utilise and enjoy.

#### **Overview of Role**

The temporary three-month contract for Community Centre Manager will be a rolling contract. This may be extended on a month by month basis whilst the recruitment of a new management agency is ongoing. The successful candidate will be responsible for both assisting with the initial set up of the building and the overall management of operations within the community centre.

As Manager, you will oversee the management and engagement of clients and activities as well as managing a small team of staff. The Manager will report directly to a locally established Management Committee. The successful candidate will be the main point of contact for the facility and, in line with the Centre's mission statement, will endeavour to provide a positive focal point for the local community in an inclusive way through the provision of a space which supports the promotion of participation in educational, recreational and community activities, whilst maximising the use of the centre.

As Manager, you will have responsibility of ensuring effective maintenance of building and its facilities, including the supervision of contractors and others regarding work carried out in the centre.

#### **Primary Duties**

##### **Tasks will include but are not limited to:**

- Assist local management to get the building set up and ready for use by the local community.
- Act as the main point of contact for the Balgaddy Community Centre.
- Develop close working relationships with key stake holders and local community groups to ensure that there is a safe and healthy environment for everyone using the facility.
- To ensure a good professional work environment is maintained and promoted and that a high standard of staff satisfaction is achieved.
- To lead the team by example and resolve any issues in a fair and transparent manner in line with the Centre's policies & procedures.
- Support the implementation of board agreed activities and recommend new programs, projects and activities as they are identified.
- Market and actively promote the Centre on relevant platforms and engage with the community by increasing awareness and footfall into the Centre.
- To market and promote the Centre and all the projects and services offered within the building, at every appropriate opportunity, to advance the interests of the Centre and ensure maximum uptake with positive impacts for the local community.
- To ensure health and safety legislation and guidelines are complied with and ensure that staff and Centre users' health and safety is always prioritised.
- To co-ordinate, supervise, support, direct and motivate staff and volunteers. Support Tus and CE participants who are based at the Centre while liaising with their supervisors.
- Provide a manager's report and any other documentation as directed/required.
- To prepare reports, financial returns, funding applications etc. as required by the Board of Directors and funding agencies.
- To liaise and develop relationships with relevant statutory & voluntary agencies and local community networks.
- To keep an overview of the Centre's finances in consultation with the company treasurer and the appointed company accountant/auditor.

- To monitor and engage with all projects within the building as requested by the Board of Directors.
- To participate in all relevant training programmes and to identify and assist in the training needs of staff.
- To maintain confidentiality on all matters relating to service users and general Centres business.
- To attend and participate in relevant meetings as deemed appropriate by the Board of Management and/or funding agencies.
- To be accountable to the local management committee.
- To complete all relevant grant applications.
- To have excellent problem-solving abilities and the ability to resolve challenging situations in a calm, effective and timely manner.
- Respond to and process enquiries for bookings or hires by email, telephone or other online communication tools.
- To complete any other tasks that will further the aims of Centre as directed by the local management committee.
- Other appropriate duties as required.

## Skills and Experience

- Experience of management/working within a Community Centre facility
- Excellent staff management experience
- High level of integrity and honesty
- Excellent diligence and work ethic
- Experience of financial and administrative duties
- Experience of organising meetings and events
- Excellent IT experience to include Microsoft Office and finance packages
- Good verbal and written communication skills to include a friendly and welcoming manner
- Be capable of working on your own initiative
- Marketing experience
- Good problem-solving skills
- Have a proven work and attendance record
- Highly motivated team player
- Must be eligible to work in Ireland

## Requirements

### Essential

- Experience of management in a community centre facility setting
- Previous experience of working with community and/or voluntary groups

### Desirable

- A third level qualification in a relevant field

## Working Conditions

**Location:** Community Centre Manager based in Balgaddy full time.

**Grade:** Community Centre Manager

Duration; 3 Month contract ( Which may be extended on a month by month basis)

**Probation:** A probation period of 1 month will apply

**Annual Leave:** pro rata

**Working Hours:** 39 hours per week full time

## How to Apply

Applications by CV and cover letter.

Completed application should be submitted (by email only) to: [gussoconnell@gmail.com](mailto:gussoconnell@gmail.com) (mailto:gussoconnell@gmail.com) with the title ' Temporary Centre Manager Vacancy' in the title

**Closing Date: 4pm on Wednesday 02nd of July 2025**

Incomplete or late applications will not be accepted.

**Region**

Clondalkin, Dublin 22

**Date Entered/Updated**

26th Jun, 2025

**Expiry Date**

2nd Jul, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/116461-balgaddy-community-centre-community-centre-manager-temporary>