

## **Ballyphehane Community Association: Community Centre Manager (<https://www.activelink.ie/node/116501>)**



### **Job Title: Community Centre Manager**

**Location: Ballyphehane Community Centre**

### **Position Overview**

The Community Centre Manager will be responsible for the overall management and operation of Ballyphehane Community Centre. This includes driving revenue growth, managing staff, ensuring health and safety compliance, and maintaining the facility. The Manager reports directly to the Ballyphehane Community Association Board and implements board-level directives while ensuring the centre's profitability and alignment with its mission.

### **Key Responsibilities**

#### **Operational Management**

- Design and promote activities that meet community demands and generate revenue.
- Oversee the development and implementation of the centre's timetable and services.
- Ensure alignment with the centre's mission and current business plans.
- Engage with key stakeholders to foster collaboration and explore beneficial opportunities.
- Preparing and delivering detailed reports for the monthly Ballyphehane Community Association Board meetings.
- Engage with relevant bodies (e.g Wheel, Charity Regulator, other public bodies / affiliates).

#### **Staff Management**

- Recruit, train, and manage staff, including scheduling rotas, annual leave requirements and supervising performance.
- Conduct weekly reviews of staff time reports and prepare payroll reports.
- Review current training opportunities and research new opportunities for staff development.

#### **Customer Experience**

- Maintain high levels of customer care and handle complaints professionally and in compliance with relevant policies.
- Ensure accessibility and inclusivity for all clients and facility users.

#### **Facility Maintenance and Safety**

- Conduct regular health and safety checks on equipment and premises.
- Oversee the cleaning and maintenance of all areas of the centre in compliance with health & safety guidelines.

#### **Financial Oversight**

- Prepare and manage budgets, stock levels, and cash flow.
- Provide financial reporting to the Ballyphehane Community Association Board, including monthly and ad hoc reports.
- Monitor and report on key performance metrics.

- Manage fundraising activities & report on performance.
- Review & actively pursue relevant grant opportunities.
- Manage reporting requirements for relevant grants.

## Marketing and Public Relations

- Advertise and promote the centre to increase membership and usage.
- Maintain active social media presence.
- Commission and analyse market research to identify growth opportunities when plausible.

## Strategic Planning

- Assist in the development and execution of periodic business plans in collaboration with the Ballyphehane Community Association Board.
- Regularly review services and programmes to meet community needs and maintain sustainability.
- Regularly monitor & adhere to terms & conditions of contracts (including Pobal business plan). Monitor & track reporting requirements.
- Actively engage in networking opportunities, particularly those with partner organisations.

---

## Requirements

- Proven experience in community centre management, event coordination, or a similar role.
- Strong leadership and organisational skills.
- Ability to manage budgets and financial reports effectively.
- Excellent communication and interpersonal skills, with a focus on customer service.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Canva and familiarity with website management (WordPress) and social media platforms preferable.
- Proficient with digital tools for communications, data management, and basic website/social media updates.
- Knowledge of health and safety standards and regulations.

This role requires a proactive, community-focused individual with a passion for fostering a welcoming and dynamic environment for all centre users.

---

## Terms of Employment

**Location:** Cork City.

**Contract:** 38 Hours per week. Successful candidate will be required to work some evenings and occasional weekends. Flexibility will be required. 12 month contract subject to 6-month probationary period. Renewed subject to ongoing funding.

**Salary:** €39,500 DOE (Depending on experience)

**Annual Leave:** 20 days per annum

**Role Start Date:** Immediate

**Responsible to:** Ballyphehane Community Association

---

## To apply:

Closing date for receipt of CV and cover letter outlining the reasons why you think you are suitable for this post is **Monday 14th July 2025**.

Please send by email to [communications@ballyphehanecc.com](mailto:communications@ballyphehanecc.com) (<mailto:communications@ballyphehanecc.com>) and please ensure to add the job title you are apply for in the 'Subject' heading.

Interviews will be scheduled to take place in-person on Friday July 25th 2025 in Ballyphehane.

**Region**

Cork City

**Date Entered/Updated**

30th Jun, 2025

**Expiry Date**

14th Jul, 2025

---

**Source URL:** <https://www.activelink.ie/vacancies/community/116501-ballyphehane-community-association-community-centre-manager>