

Jobstown Community Centre: Community Centre Manager (Part-Time) ^[1]

Community Centre Manager required for Part time permanent post, subject to funding.

Summary: The Community Centre Manager will be responsible for the overall management of the daily operations of the community centre, including reporting to the centre's Board of Directors, management and engagement of clients and activities, and general staff management. He/she will be the main point of contact for the centre and in the Community Centres mission will endeavour to provide a positive focal point for the relevant local community in an inclusive way through the provision of space which supports the promotion of participation in educational, recreational and community activities.

Reporting to: Centres Board of Directors

Working hours: 30 Hours per week

Location: Jobstown Community Centre

Salary: €28,000 per Annum

Primary Duties:

Tasks will include but not limited to:

- To act as the main point of contact for the community centre
- Develop close working relationships with stake holders, and the local community groups to ensure that there is a suitable healthy environment for everyone using the centre.
- To ensure that the services and facilities offered within the community centre are provided to the local community and their user groups in a friendly, safe and high quality manner.
- To plan project work in consultation with the Board of Directors and to work towards the full implement of objectives, policies and decisions of the board.
- Market and actively promote the centre to obtain new clients and engage with the community and increase awareness and the footfall into the centre. To market and promote the Centre and all the projects and services offered within the Centre at every appropriate opportunity, to advance the interests of the centre and ensure maximum uptake and positive impact for the local community.
- To co – ordinate, supervise, support, direct and motivate of all the Community Centre staff and all other staff which may be employed in the Centre in the future.
- To attend monthly Board meetings and/or relevant sub – committees and to provide verbal and written reports at such meetings where requested.
- To liaise and develop relationships with relevant statutory and voluntary agencies and local community networks. To keep funders and donors updated of appropriate projects and developments within the facility at all times.
- To develop Jobstown Community Centre's Policy in conjunction with the Board of Directors, in relation to such things as a Staff Handbook, Health and Safety policy, etc.
- To be responsible for ensuring that Health and Safety standards are adhered to within Jobstown Community Centre.
- To keep an overview of the Community Centre finances in consultation with the company treasurer and the appointed company accountant. In particular, to keep an ongoing report on the income coming into the facility from users' groups/funders and the expenditure being paid out.
- Centre Café:
 - Tracking and recording of daily sales for input
 - Monitoring of daily café till float
 - Stock control and monitoring to include regular stock takes.
- To write and submit reports, financial returns etc. as required by the funding agencies of the community centre and/or projects/activities held within the building
- To monitor all projects within the community facility as requested by the Management Committee and/or the funding agencies and ensuring that they are adhering to the rules/regulations/values set out by Jobstown Community Centre
- To participate in all relevant training programmes and to identify and assist in the training needs of staff.
- To attend and participate in relevant meetings as deemed appropriate by the Board of Directors and/or the Centre funding agencies.
- To be accountable to the Board of Directors.
- To source and gain information on any additional funding opportunities for the Centre and complete all relevant grant applications.
- To have excellent problem solving abilities and have the ability to resolve challenging situations in a calm, effective

and timely manner.

- Respond to initial enquires including showing potential hires for the Centre around, answer the telephone, reply to emails, using online tools etc.
- Produce letters, reports and other documentation as directed.
- Maintain appropriate filing systems and records.
- Ensure effective maintenance of building – including the supervision of contractors and others regarding work in the Centre.
- To complete any other tasks as deemed appropriate by the Board of Directors.
- Maintain confidentiality on all matters relating to centres' users and general centres' business.
- Other duties as required.

Skills and Experience

- Strong staff management experience -3 years
- Coordinating and prioritizing work and activities of self and others
- Background in community/ voluntary sector would be an advantage
- Experience of managerial, Financial, and Administrative duties
- Experience of organising meetings and events
- IT literate with advanced experience of accounts packages and Microsoft Office
- Excellent verbal and written communication skills including welcoming and friendly manner.
- Good problem solving skills
- Ability to work as an integral team member
- Ability to work flexibly and n own initiative
- Ability to communicate with a wide and diverse range of groups and individuals
- Committed to community development principles and providing a service for the betterment of local communities.

Essentials

- Passion for community work either professional or voluntary
- Sound knowledge of Education will be an added advantage
- Excellent business communication and written skills
- Valid driver's licence
- Relevant post leaving certificate qualification on the national framework of qualifications.

Desired

- Minimum 2 years' managerial experience in community centres or similar projects
- Relevant bachelor's degree in social sciences/ community development would be an advantage.

Applicants for this role are requested to fill in the Application form attached. Closing date for applications will be 5pm Monday 6th November 2017.

Applications may be returned by email to jobstownccbom@gmail.com ^[2] however you MUST also send hardcopy by post.

Interviews will be held the week starting the 13th November 2017

The successful applicant will be required to complete a child protection course and to acquire Garda Clearance Certificate

Region: Dublin 24

Expiry date: 06/11/2017

Date 20/10/17

Entered/Updated:

Attachment	Size
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 Application Form	43.5 KB
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[3]

Source URL (modified on 20/10/2017 - 13:42): <https://www.activelink.ie/content/vacancies/community/33466>

Links

[1] <https://www.activelink.ie/content/vacancies/community/33466>

[2] <mailto:jobstownccbom@gmail.com>

[3] https://www.activelink.ie/sites/default/files/attach/notice_entry/33466/jcc_application_form.doc