

THE IVEAGH TRUST



Building
communities
since 1890.

JOB DESCRIPTION

PROJECT MANAGER –ASSET MANAGEMENT

The Iveagh Trust is the oldest provider of social housing in Ireland, building sustainable communities since 1890. Today, the Trust provides circa 1,900 homes in Dublin, across nine locations, offering a range of housing options including general needs housing for families, supported housing for older people, and accommodation for men experiencing homelessness at the Iveagh Hostel.

The Iveagh Trust is seeking a dynamic Project Manager to join our Development & Asset Management team. This is a unique opportunity to build on your experience in a similar role while making a meaningful impact within a respected charitable Trust, in a rewarding and fast-paced environment.

The Asset Management Team at The Iveagh Trust manages full property refurbishments, capital upgrade projects, and estate improvements across the Iveagh Trust stock, in line with the Trust's Asset Management Strategy.

Position:	Project Manager, Asset Management
Reference:	IVTPM2025
Location:	The Iveagh Trust, Head Office, Bull Alley Street, Dublin 8 (hybrid working)
Contract:	Permanent, Full-time, subject to 6-month probationary period
Reporting to:	Head of Property
Salary:	Competitive depending on experience
Job Purpose:	<p>The successful individual will join the Development & Asset Management team in a project management role to lead on special projects and regeneration projects.</p> <ul style="list-style-type: none"> • To co-ordinate, manage and lead on the application process for Government Capital Funding Schemes for Approved Housing Bodies • To co-ordinate, manage and lead on compliance, fire safety, conservation, long term voids, planned and capital works projects as part of the Asset Management Investment Programme • To assist the Head of Property in the strategic planning and implementation of the Asset Management Strategy and Asset Management Plan
Pay & Benefits:	<p>The Iveagh Trust offers excellent terms and conditions of employment:</p> <ul style="list-style-type: none"> • Competitive Salary • 22 days Annual Leave increasing with service to 25 days. • 32.75 working hours per week • Hybrid working available • Pension – Best-in-class Defined Contribution Pension Scheme. • Generous occupational sick pay scheme • Death in Service Cover. • Full Employee Assistance Programme for you and your family. • Group Health Insurance Scheme providing discount to employees. • Mileage – Mileage allowance will be paid in respect of all car mileage on Trust business. • Full induction and ongoing professional training and development opportunities. The Trust encourages professional development and will support the successful candidate in progressing towards chartered membership of the SCSI or CIOB. • Supportive and inclusive work environment • Contribution to a meaningful cause by enhancing the living conditions of residents in need.
Key Responsibilities:	<ul style="list-style-type: none"> • Completion of technical surveys to assess the condition of the Trust's portfolio, collating data and drafting detailed reports, providing recommendations for maintenance, repair, upgrade or replacement.

	<ul style="list-style-type: none"> • Preparation of specifications, schedule of works, job sheets and pricing documents to inform the formation of packages of works and tender and contract documentation. • Management of the tender process to ensure the instruction of work packages and projects represent value for money and commercial viability, adhering to procurement practices and legislation and the implementation of the EU Procurement Directives, where applicable. • Manage and lead on the application process for Government Capital Funding Schemes for Approved Housing Bodies. • Management of Consultants and Contractors to ensure effective progress of work, ensuring performance and quality is maintained to a high level and in line with the scope and budget, and that all key milestones and targets are achieved. • To instruct work within the designated approval levels ensuring correct coding allocation, and the approval of variations in time and cost where required. • Ensure that all projects are conducted in accordance with health and safety regulations and statutory obligations, regulatory requirements and technical standards and guidelines • Responsible for overseeing and reviewing statutory certificates for compliance and health & safety, working to a resolution with the Contractor, when required. • To create, develop and manage project folders ensuring all relevant documentations is on file • To produce, record and monitor performance reports to ensure key deliverables are on track. • Responsible for the preparation and management of designated budgets, tracking and providing regular updates on expenditure against budget, escalating any over or under spend, and forecasting future expenditure. • Contribute to the development to short and long-term investment plans and budgets for the housing stock by identifying key areas for improvement. • Identifying of risks and constraints with active involvement in risk mitigation and management. • Proactively engaging with all internal stakeholders such as our residents, estate, housing and property services teams to ensure the delivery of a quality service to our residents, by setting and managing expectations.
Key Attributes:	<ul style="list-style-type: none"> • Attention to detail with the ability to spot potential issues for the accuracy of reporting and surveying • Analytical mindset with the ability to interpret and analysis information and data to inform decision making • Problem solving skills to proactively identify solutions to asset and compliance issues • Organisational skills and the ability to manage time effectively and prioritise multiple projects and administrative tasks • Customer focused with a strong understanding of needs and experiences of our residents

General:	<ul style="list-style-type: none"> • To promote the Trust's core mission, ethos and values • To promote the Trust's unique heritage • Ensure confidentiality on all matters and information obtained during employment • Present and act in a professional manner always • Be a team player, provide support for other team members when required • Adopt an approach of continuous learning and personal development • Undertake and complete such training as required to perform the duties of the job • To occasionally attend staff meetings, training, forums that may occur outside normal working hours. • The successful candidate will be proficient in Microsoft packages including Microsoft Project and ideally also with housing management systems. • Any other duties consistent with the role.
Health & Safety:	<ul style="list-style-type: none"> • Meet all your responsibilities, as an employee of the Iveagh Trust, as outlined in the Safety Statement and in fulfilment your obligations under the Safety, Health & Welfare at Work Act 2005.
Qualifications & Experience:	<ul style="list-style-type: none"> • A degree (at level 7 or 8 of NFQ) or equivalent qualifications in a Building / Construction related discipline such as Architect, Engineer, Building Surveyor or Quantity Surveyor or similar plus 2 years post qualification experience in a similar role. <p>OR</p> <ul style="list-style-type: none"> • Exceptionally, candidates who do not meet the qualification requirement but who can demonstrate 5 years of relevant experience in asset management in the Approved Housing Body or social housing sector may also be considered. <p>Desirable</p> <ul style="list-style-type: none"> • A full and clean driving licence • Membership of a relevant professional body • A strong understanding and knowledge of the social housing sector • Previous experience working in a similar role in an Approved Housing Body (AHB)
Applications:	<p>Applicants must be eligible to live and work in Ireland</p> <p>Please submit your CV with a cover note to hr@theiveaghtrust.ie</p> <p>Closing date for receipt of applications is Friday 27th June 2025.</p> <p>The Iveagh Trust is an Equal Opportunities Employer.</p>