**11Manager**

 ***‘Bundoran Community Development CLG’***

**(Community Services Programme)**



**Job Description**

**Job Title: Manager (Community Services Programme)**

**Location/base: Bundoran Community Centre**

**Contract Duration: Fixed Term**

**Salary: €38,000**

**Employer:** **Bundoran Community Development CLG**

**Reporting to: Trustees (Board)**

**About ‘Bundoran Community Centre’**

**Bundoran Community Centre** trading as **Bundoran Community Development CLG** is a multi-purpose community centre located on Main Street, Bundoran, Co. Donegal and is at the heart of all aspects of social, cultural and community life in Bundoran.

The Trustees of ‘Bundoran Community Development CLG’ (the Board of Directors) is committed to maximising the usage of the facility for the benefit of the local community and people visiting the popular seaside town. The community centre provides access to a broad range of shared usage community facilities, activities, events, programmes and services. The Board is seeking to appoint a Manager to support our ongoing development plans at the centre. This role will be funded under the Community Services Programme (CSP).

The Manager will support the Trustees (Board) with the implementation of a new Business Plan which is intended to further transform the centre and maximise the public benefit of this great community asset. The Manager will support the committee with ongoing efforts to strengthen local engagement, enhance community services, and promote inclusive participation in the Bundoran area in the years ahead.

**Manager – Community Services Programme**

**About the Role**

Bundoran Community Centre is seeking a passionate and community-minded **Manager** to lead the development and daily operations of our vibrant facility. This is a unique opportunity to work at the heart of a seaside town, supporting local groups, delivering inclusive programmes, and helping shape a stronger, more connected community.

This role is suitable for both **emerging professionals** looking to build a career in the community and voluntary sector, and **experienced operators** seeking a meaningful leadership role in a dynamic local setting.

**Key Responsibilities**

* Grow the centre as a welcoming space for all.
* Increase community use and engagement.
* Coordinate daily operations and room bookings.
* Develop inclusive programmes and services.
* Lead fundraising and community events.
* Apply for funding to support local initiatives.
* Oversee maintenance and improvements.
* Manage finances and ensure transparency.
* Support and supervise staff and volunteers.
* Build strong partnerships across the community.
* Report regularly to the Board of Trustees.

**This role offers a rich and rewarding experience for anyone passionate about community work. You will:**

* Lead meaningful community change in a well-loved local facility.
* Build strong networks with local groups, funders, and public bodies.
* Enhance leadership and project management skills in a vibrant community centre.
* Gain hands-on experience in social enterprise and nonprofit governance.
* Enhance your communication, budgeting, and strategic planning abilities.
* Make a visible impact in people’s lives and the wider community.
* Personal growth through purpose-driven, people-focused work.

In addition, this role provides a strong foundation for:

* **Professional development** in areas such as community leadership, funding, and operations.
* **Future career opportunities** in community development, public service, the charity sector, or social enterprise leadership.

**Ideal Candidate**

* Three years or more experience in community development or the voluntary sector.
* Experienced leader with strong organisational skills.
* Excellent communication and relationship-building abilities.
* Experience and knowledge of funding, budgeting, and project planning.
* A genuine passion for community impact.

**Conditions of employment**

The conditions of employment which apply to this post will be in accordance with the guidelines in issuance for the operation of the Community Service Programme (CSP). Please note that this position is subject to funding and that those guidelines may be subject to change.

**Salary: €38,000**

**Working Hours: 37.5 hours per week (per CSP Programme Guidelines)**

**Location/base: Bundoran Community Centre, Main Street, Bundoran, Co. Donegal**

**Contract Duration: Fixed Term**

 **To December 2025 initially with extension subject to funding.**

**Selection Process**

Shortlisting followed by structured interviews.

**Application Process & Deadline**

To apply for this role submit a CV and Covering letter outlining how you believe you meet the requirements of the role.

**Application deadline Friday 11th July 2025 at 5:00pm**

**Apply by email to** **bccjob24@gmail.com**

**“This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme”.**