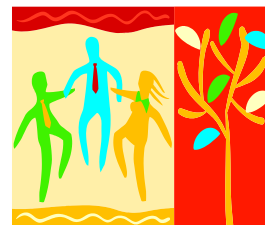


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CRANMORE
COMMUNITY
CO-OPERATIVE
SOCIETY LIMITED

CRANMORE COMMUNITY CO-OPERATIVE SOCIETY LTD

JOB DESCRIPTION

Title:	Coordinator
Position:	Full-time (35 hrs per week)
Salary:	€47,760 per annum.
Contract for:	One year fixed term contract, may be renewed subject to funding.
Deadline for Application:	Email your CV and cover letter to recruitment@cranmore.ie by Friday 18 th July at 5pm

OVERALL AIMS OF POST

Cranmore Community Co-operative is seeking a new Coordinator to perform a leadership role in empowering local residents, supporting youth development, and driving social inclusion at the heart of one of Sligo's most vibrant community initiatives.

To work in partnership with and under the direction of the Co-op's Voluntary Management Committee to follow through on priorities and agreed areas of work outlined in the Strategic Plan. A key priority will be securing a sustainable funding stream for the various projects and programmes of the Co-op.

In line with this Plan, the Coordinator will manage effectively the staff team and oversee the facilitation and development of all programmes and services. Working in conjunction with Management Committee and staff to source funding for new and existing programmes will be an ongoing part of the work to meet the demands and needs of the local community.

Reporting Arrangements: Report to Voluntary Management Committee through the Chair

PRINCIPAL DUTIES AND RESPONSIBILITIES

Staff Management

- Implementing and conducting team meetings
- Providing support & supervision to staff
- To provide performance appraisals with staff (in line with work plans)
- Organising induction process for new staff and volunteers where appropriate.
- Fostering & developing overall positive team approach and atmosphere through the fostering of good communication
- Develop awareness between staff and volunteers of all the different programmes and services on new developments, as well as the values and vision of the organisation

Project Management

- Further develop a culture of community participation, in particular the development of Social Enterprises
- Work with committee, staff and volunteers to develop and provide services to meet the needs of the community.
- Provide oversight and management for the cost effective and efficient running of Co-op premises

Administration Work

- Responsible for financial management
- Ensuring monthly progress reports are completed for the Management Committee
- Dealing with correspondence
- Monthly reporting to finance subcommittee

Grant Applications and Organisation Development

- To enable the organisation to cover its ongoing costs and the costs of initiatives, the coordinator will work closely with the committee, relevant staff, and agencies to submit grant applications to various Government departments and funding agencies.

Accountability and confidentiality

- Participating in regular support and supervision sessions
- Maintaining absolute confidentiality at all times in relation to the work of the organisation
- Representing and reflecting the organisation in a positive manner in all dealings with the local community and other agencies.

PERSON SPECIFICATION

HEADINGS	ESSENTIAL	DESIRABLE
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent communication (written and verbal) and interpersonal skills • Ability to make decisions on own initiative • Financial skills • Computer skills • Organisational, planning and prioritising skills • Good time management • Ability to complete funding applications and write reports • Interpersonal and leadership skills with ability to motivate staff team • Own transport and full, clean driver's license • Ability to develop and maintain relationships 	<ul style="list-style-type: none"> • Facilitation skills • Business skills • Evidence of successful funding applications • Demonstrated ability to build and sustain strategic external relationships, with a focus on engaging potential funders, cultivating trust, and aligning their interests with organisational priorities
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • At least two years' management experience including responsibility for staff • Staff support and supervision • Understanding of Community Development • Understanding and knowledge of good governance in the charity sector • Understanding of and knowledge of statutory and local development structures 	<ul style="list-style-type: none"> • Experience Working in the Community & Voluntary Sector • Experience in Office Management

	<ul style="list-style-type: none"> • Experience in the development and compiling of funding applications 	<ul style="list-style-type: none"> • Experience in asset management
EDUCATION & TRAINING	<ul style="list-style-type: none"> • Have a third level qualification in Community Development, Social Enterprise, or related field 	<ul style="list-style-type: none"> • Qualification in Accounts, PR, Human Resources,
PERSONALITY & VALUES	<ul style="list-style-type: none"> • Non-judgemental • Positive outlook • Good social skills • Respectful and patient • Good listener • Friendly and confident • Ability to maintain confidentiality • Honest and trustworthy • Encouraging and empowering 	