



JOB VACANCY

Position: Manager (Full-Time)

Employer: Boyle Family Resource Centre

Location: Boyle, Co Roscommon

Our vision is that Boyle and the environs will be an inclusive community where children, individuals, parents, couples and families embrace life, achieve their full potential and contribute to the society in which they live

The Manager will be responsible for the operation of Boyle Family Resource Centre. The Manager will lead a team of staff and volunteers, ensuring adherence to vision, strategic direction, policies and procedures of the centre.

The Manager will foster the growth of the centre and deliver on action plans and service level agreements approved by the Board of Management.

The ideal candidate will have:

- Minimum of 5 years' experience in a senior or management role coordinating a family support, community development or similar project ideally in the community and voluntary sector.
- A relevant third level qualification - minimum Level 7 or equivalent.
- Commitment to and understanding of family support and community development values and principles.
- Familiarity with Children First: National Guidance for the Protection and Welfare of Children and TUSLA Meitheal National Practice Model.
- Experience of managing, supporting and supervising staff.
- Experience of implementing a governance framework informed by best practice and up to date working knowledge of the charity governance code.
- Experience of working collaboratively at an inter-agency level.
- Strong organisational skills, time management, administrative and report writing skills.
- Excellent interpersonal communication, group facilitation and staff management skills with the ability to engage with people from a range of target groups.
- Experience of working in partnership with statutory and voluntary organisations to achieve community benefit.
- Financial management and budgeting experience.
- Experience of working in and/or managing a counselling and therapeutic service.
- Experience sourcing funding and managing grant and statutory funding preferred.

Key Areas of Work

General

- To undertake your work in a manner that is friendly, flexible and professional.
- Hold a leadership role in the planning, implementation, reviewing and evaluating the work of the Centre, in conjunction with the Voluntary Board of Directors.
- Develop projects, programmes and services to address the identified needs of our community, both strategically and pre-emptively.

Service Implementation

- Lead and direct the day-to-day management of the centre, facility management, maintenance and development of the buildings that has been requested by the Board of Directors.
- Promote best practice in family support and oversee the family support service and contribute to Tusla's area-based approach to prevention, partnership and family support.
- Participate as required in national practice models, including Meitheal, to ensure that the needs and strengths of children and their families are effectively identified, understood and responded to in a timely way.
- Lead and manage Boyle Counselling and Psychotherapy Service with the support of the Clinical Lead and the team
- Oversee and support the rolling out of evidence-based parenting programmes and support the development of new parenting programmes and services that are in response to community needs.
- Oversee and develop education, programmes and activities in the centre for both adults and children that promote education, health, and wellbeing.
- Work closely with local and key referral agencies for the best outcomes for children, young people, individual, families and our community.
- Ensure best practice in line with relevant legislation.
- Ensure that a child protection policy, with associated procedures, is implemented and act as the Designated Liaison Person for the Centre

Networking and Communication

- Liaise and network with relevant local, regional and national voluntary, community and statutory agencies/organisations including the Family Resource Centre Regional and National Forum.
- Initiate, develop and maintain collaborative relationships with key agencies and funders.
- Ensure Boyle FRC is represented on appropriate and relevant committees.
- Responsible for oversight of social media and communication with media.

People Management

- Management and support all staff of Boyle FRC, volunteers, scheme staff, and all others who work under the auspices of the Centre.
- Maintain all staff and volunteer documents
- Develop, support and enrich the staff team, maintain and promote the team ethos.
- Responsible for human resource management including recruitment and performance management.
- Identify training needs and organise training for staff and volunteers.

Compliance and Reporting

- Ensure compliance with all funder's contractual obligations and compliance with all procedures required by Tusla and other funders.
- Develop, implement, and review policies, processes and systems in areas such as Charities Regulator Governance Code, employment, volunteer management, risk management, health and safety, complaints, data protection, child safety statement and other required policies and procedures.
- Ensure a good flow of timely and relevant information to the Chairperson and the Board.
- Produce Service Level Agreements, Annual Reports and reports required by funders and Board of Directors.
- Ensure that the work of the centre is regularly planned, reviewed, evaluated, and all required data is tracked and entered into data management system.
- Maintain and update all required records.
- Document the work of the Boyle FRC on an on-going basis, prepare regular work / progress reports for the Voluntary Board of Directors and Funders.
- Be available to attend monthly Board Meetings outside of office hours

Financial

- Ensure the implementation of the Boyle FRCs financial policies and procedures.
- Oversee the financial management of the Centre together with the Financial Officer, Treasurer and the Board of Directors.
- Oversee the maintenance of all financial records.
- Ensure all reporting structures and legislation are adhered to.
- Identify funding sources, make applications and liaise with funding agencies.
- Further progress and actively advance the financial sustainability of the Centre.

Other

- Participate in relevant training and professional development.
- Promote a positive profile of Boyle FRC and its work.
- In conjunction with the Board of Directors and staff, ensure the centre is safe and welcoming for staff, members of the community and stakeholders.
- Complete any other tasks required that are in line with Boyle Family Resource Centre's Strategic Plan.
- Carry out other relevant duties and responsibilities as requested by the Board Of Directors.

The above indicates the main functions and responsibilities of the post and is subject to review and adjustment in light of changed circumstances and may include other duties and responsibilities as determined from time to time by the Board of Directors.

Terms and Conditions

- The post is full time 35 hours per week.
- The usual hours of work will be Monday to Friday 9.00am to 5.00pm, excluding Lunch (1pm to 2pm).
- The Manager will be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract will be permanent subject to continued adequate and sustainable funding by Tusla—Child and Family Agency.
- Place of work is Boyle FRC, Boyle, Co Roscommon F52 H674
- A six-month probation period will apply.
- A full clean driving license and access to a car.

Accountability

The Manager will report and be responsible to the Voluntary Board of Directors.

Salary

The salary is Grade VII (HSE) €55,024.

Confidentiality

The Manager will be expected to observe confidentiality at all times in relation to the business of Boyle Family Resource Centre.

Annual Leave

Twenty-five days per annum plus public holidays.

Garda Vetting

The position is subject to the completion of a satisfactory Garda Vetting process.

TO APPLY

Please submit your CV and cover letter highlighting your relevant experience to recruitment@boylefrc.ie

Closing date and time for receipt of applications

is 10.00am, Friday 25th July 2025

Short listing will apply. Interviews will be held week of July 28th 2025

Satisfactory references and evidence of qualifications will be required.

Canvassing will disqualify.