|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role/Job Title:** | | Centre Manager | | Reporting to: | | Kilkenny Rape Crisis Centre KASA Board of Directors |
| Direct Reports: | 8 staff (Clinical & Administrative) | | Work Hours: | | 37.5 Hours - 9:00am to 17:00pm Monday to Friday.  Flexibility as the post can involve some evening & weekend work. | |
| Kilkenny Rape Crisis Centre KASA works for the protection of all of society, regardless of gender or sexual orientation from all forms of sexual violence and abuse. It primarily supports anyone impacted by any kind of sexual inappropriateness and sexual violence through free, confidential, and non-judgmental information, support and counselling. Our service delivery includes professional counselling, advice and support through our helpline for survivors and supporters, Garda and court accompaniment and educational talks and workshops in schools and other . | | | | | | |
| **Main Objective of the Role:**  **Responsible for delivering on the vision, mission and strategic plan of KRSA 2025-2028.**  The person will be a dynamic and experienced Centre Manager overseeing daily operations, leading and managing our team and managing the delivery of our services ensuring a service user focused approach whilst committed to quality assurance processes and service improvement. The Centre Manager will be responsible for implementing our strategic plan, overseeing daily operations, regulatory compliance, managing staff, ensuring financial compliance and management and maintaining high standards of service quality. | | | | | | |
| Key Responsibilities (*This is not deemed to be an exhaustive list and there may be other duties as appropriate to the post, which may be assigned from time to time by the Board of Directors).* | | | | | | |
| * **Management/Administration:** Implement and review the KASA Strategic Plan 2025-2028. Manage daily operations and administration. Oversee human resources management and provide leadership to staff. * **Communication/Relationship Building:** Promote KASA’s aims locally, regionally and nationally. Develop and maintain relationships with key agencies and funders. Represent KASA in media and on relevant committees. * **Financial Management:** Oversee financial activities and budgets. Ensure financial compliance and manage risks. Identify and develop additional funding sources. * **Compliance/Quality of Service:** Develop and review operational policies and procedures. Ensure adherence to relevant codes of practice and ethics. Maintain a service user focus in planning service delivery. * **Reporting:** Ensure timely and relevant information flow to the Chairperson and Board. Produce Service Agreements, Annual Reports and Planning Reports. | | | | | | |
| Key Knowledge & Experience: You must be able to perform to a high standard of competence in the following skill sets with minimum supervision and direction. | | | | | | |
| * A thorough understanding of the sector, knowledge of the counselling process and the policy and practice issues involved in providing a service in the area of sexual violence and abuse. * Knowledge of relevant regulatory and legislative requirements and policy. * Knowledge and experience of implementing relevant HR policies * Knowledge and experience of financial management and control. * A commitment to quality processes and service improvement * Experience of managing a budget and a demonstrated understanding of financial management. * An ability to develop, implement and oversee good systems, processes, and procedures that delivery high quality services. * Experience of planning and implementing projects. * Demonstrable commitment to the stated ethos and values of Kilkenny Rape Crisis Centre KASA. * Up to date knowledge of corporate and charities’ governance. * Strong IT, administrative and organisational skills. * Media skills for example local media and/or interviews. | | | | | | |
| Essential Requirements | | | | | | |
| * Minimum 4 years (*or an aggregate of 4 years*) in a senior coordination or management role in a similar organisation. * Demonstrable knowledge of the service area. * Experience in staff management. * Evidence of managing financial resources/budgets for projects or job. * Track record of implementing strategic and operational plans. * Level 8 qualification or above in a relevant discipline (e.g., Counselling, Psychotherapy, Psychology, Healthcare discipline, Community Development, Social Care). | | | | | | |
| Skills & Competencies | | | | | | |
| * Strong leadership and team management skills. * Excellent communication and relationship-building abilities. * Proven financial management and strategic planning skills. * Commitment to quality of service and continuous improvement. | | | | | | |
| **Special Requirement:** The role and continued employment is subject to Garda vetting. | | | | | | |
| **Place of Work:** 1 Golfview Terrace, Granges Road, Kilkenny | | | | | | | |

|  |
| --- |
| ***Signed by Employee*** ***Date:***    ***Signed by KRSA Date:*** |
|  |

**Advert for Social media**

Kilkenny Rape Crisis Centre (KASA) is looking for a dynamic and experienced Centre Manager to lead our dedicated team, manage our client focused service and daily operations, ensure financial compliance and maintain high service standards.

**Key Responsibilities: Qualifications:**

* Inspire and mentor our team 4+ years in senior management/administration
* Oversee daily operations Experience in financial and staff management
* Manage budgets and drive fundraising Level 8 qualification in a relevant field
* Maintain high service standards
* Build relationships with stakeholders

Submit your CV and cover letter to: [tina@hrdirect.ie](mailto:tina@hrdirect.ie) For more info, contact: [tina@hrdirect.ie](mailto:tina@hrdirect.ie)

📍 **Location:** Kilkenny, Ireland 💼 **Salary:** €64,065 + 🕒 **Contract:** Permanent (37.5 hours pw)  
📅 **Closing Date:** 5th August 2025 🎤 **Interviews:** Week of 11th August 2025

**Join Our Team as Centre Manager**