

Centre Manager (PAID POSITION)



Castleknock Community Centre Association Company Limited By Guarantee,

Ref:#JOB-2349824

The Centre Manager will have the overall responsibility for the day to day management of Castleknock Community Centre, Laurel Lodge. The Centre Manager will be responsible for the day to day management, strategic oversight, operation and promotion of the Centre and the oversight, development and marketing of its community facilities. The Manager will report to and work in conjunction with the Board of Directors of Castleknock Community Centre Association CLG.

Essential requirements - Experience

Facilities Management – A proven ability to manage and offer strategic direction to a multi-purpose community facility.

Financial skills – A comprehensive understanding of budgeting, projection reports and SAGE accounts

Human resource management – Expertise in managing staff within a community setting and ability to lead and motivate staff.

Community Development – A strong track record in community development and professional or voluntary background in offering community services.

Events organisation – experience in the successful organisation and promotion of events.

Engagement with external partners – a strong track record of successful funding applications and/or engagement with external partners, such as local authorities, state agencies or nonprofit organisations.

Essential requirements - Skills

Managerial skills – A solid track record of managing and overseeing implementation of planned programmes, budgets and workplans within a community and voluntary setting, a minimum of at least 5 years' experience in a similar role.

Customer Service skills – Experience of working with customers, clients or tenants in a community setting in a constructive, courteous and respectful manner.

People Management skills – Ability to work well with a wide range of people from diverse backgrounds, cultures and occupations and willingness to be approachable and flexible in dealing with a fast paced working environment. Capable of providing a high level of service and support both to staff and users of the Centre.

Leading a team – a proven ability to take a leadership role within a team and to work effectively with other team members.

Communication – A high level of communication and presentational skills.

Desirable requirements

Previous experience of a similar managerial role in the community sector.

Knowledge and understanding of the particular characteristics and challenges of a leadership role within a community centre.

Expertise and/or qualification in finance.

Key Areas of Responsibility:

Co-ordinate the effective operation of the facility.

Develop and promote the Centre.

Report regularly to the Board of Directors .

Communicate and liaise with user groups,.

Manage the employees of the facility.

Manage recruitment and training.

Conduct appropriate staff reviews.

Oversee administrative systems.

Produce monthly financial statements.

Manage services such as cleaning, security, fire services, environmental services.

Maintain accurate maintenance records .

Career Level

- Managerial

Candidate Requirements

Essential


- **Minimum Experience Required (Years):** 0

Desirable


Application Method Please apply to this vacancy by the following means:

Method Of Application Post

Overview


 **Location:**
CASTLEKNOCK COMMUNITY CENTRE, Laurel Lodge Road, Castleknock, Dublin 15, D15 T3PN

 **Job Title:**
Centre Manager

 **Hours:**
39 h / week

 **No of Positions:**
1

 **Rate:**
35000.00 Euro Annually

 **Address Contact:**
Director, HR Subcommittee,
Castleknock Community Centre, Laurel Lodge Road, Castleknock, Dublin 15, D15 T3PN

ABOUT THIS COMPANY



Company

Castleknock Community Centre Association Company Limited By Guarantee,

