



Baldoye FORUM CLG
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Job advertisement for the post of Baldoye Forum General Manager

Name of employer: Baldoye Forum
Job Title: Baldoye Forum General Manager
Number of Hours: 39 hours (over a 5-day week)
Evening and weekend work will also be required on occasion.
Salary range: €40,000 - €44,000 (based experience)

Deadline for applications: 20 Feb 2025
Email CV to: balforboard@gmail.com

About the Baldoye Forum

The Baldoye Forum is a not-for-profit community development Charity established in 1996. It serves as a vibrant hub for activities promoting physical and mental well-being, social inclusion, and diversity, all delivered in a kind and financially sustainable manner. The Forum also champions Baldoye's natural beauty, wildlife, and ecology.

As a registered charity, the Baldoye Forum is responsible for organising and managing all activities, classes, and events held in the Baldoye Community Hall. The organisation is governed by a voluntary Board of Directors, composed of dedicated members of the Baldoye community.

Baldoye Community Hall, an historic building over 100 years old, is owned by Fingal County Council and licensed to the Baldoye Forum for community use. The Forum strives to maintain this cherished space for the benefit of the community while ensuring its operations remain financially sustainable, supporting the continued growth and development of Baldoye.

See www.baldoyeforum.ie for more information.

About the Role

The General Manager of the Baldoye Forum has a unique opportunity to create and shape a vibrant community hub at the heart of Baldoye. This role involves leading a dedicated team of permanent and part-time staff and volunteers to deliver high-quality services to the community. Reporting directly to the Baldoye Forum Board, the General Manager plays a critical role in ensuring the Forum achieves its mission and maintains its values.

Key Responsibilities

- **Community Development:** Fostering a hub of activities that promote physical and mental well-being, social inclusion, and diversity, all within a financially sustainable framework.
- **Leadership:** Inspiring and guiding the team to deliver on the Forum's mission while upholding its ethos and values.
- **Operational Excellence:** Optimising the use of resources to ensure the efficient management of the centre and its activities.
- **Strategic Direction:** Shaping and implementing the Forum's long-term vision and objectives.
- **Relationship Management:** Building and maintaining strong connections with staff, board members, tenants, suppliers, stakeholders, statutory agencies, and community organisations.



Knowledge/Skills

- **Human Resources:** Overseeing resourcing, recruitment, people management, and training.
- **Operations:** Managing daily activities, property maintenance, space rentals, and ensuring high service standards.
- **Funding:** Generating income through fundraising, grant applications, and other revenue streams.
- **Financial Oversight:** Managing budgets, bookkeeping, and financial systems.
- **Health and Safety:** Ensuring the well-being of staff, tenants, volunteers, and visitors.
- **Policies and Procedures:** Maintaining and enforcing up-to-date policies and procedures.
- **Marketing and Promotion:** Increasing awareness of the centre and its activities.
- **Community Engagement:** Strengthening relationships with local stakeholders and organisations.
- **Risk Management:** Identifying and mitigating risks to the Forum and its operations.
- **Governance:** Preparing and presenting reports at monthly Board meetings.

Experience and Qualifications

Essential:

- Minimum of three years management experience with proven leadership skills, preferably in a community setting.
- A third-level qualification in fields such as Business, Finance, or Community Development.
- Strong critical thinking and business development abilities.
- Excellent communication and customer service skills.
- Experience with financial systems, budgeting, and funding.
- Demonstrated accountability and autonomy in a prior role.
- Knowledge of company governance and compliance with legislation.

Desirable:

- Experience with interagency collaboration and grant applications.
- Proficiency in creating and updating policies and procedures.
- Experience in leading a diverse team with patience and kindness.

This is a dynamic and impactful role that offers the chance to make a meaningful contribution to the Baldoyle community while leading a dedicated team in a rewarding environment.

About the hiring process:

Please send CV and cover letter to BalForBoard@gmail.com before 20th February 2025.

The Baldoyle Forum is an equal opportunities employer.