

South Dublin County Partnership: Assistant Manager – Rowlagh Community Centre (<https://www.activelink.ie/node/108872>)



Assistant Manager – Rowlagh Community Centre

South Dublin County Partnership in collaboration with Rowlagh Community Centre is seeking applications for the position of Assistant Centre Manager – Rowlagh Community Centre, Fixed term contract until 31 December 2024.

About Rowlagh Community Centre:

The Rowlagh Community Centre located in North Clondalkin was developed from the dedication and commitment of the local community, who in-turn collaborated with South Dublin County Council to establish the Centre.

The values, supports and programmes offered by the community Centre are embedded in the practice of community development and the vision is one of unity and collaboration with community and key stakeholders in the area.

At Rowlagh Community Centre, we are passionate about providing a wide range of activities accessible to all within the local community and we want to encourage members of the local community to be socially active in a safe and friendly environment.

The Assistant Manager will be employed by SDC Partnership until the end of 2024 and provide practical support day to day operations and administrative support to the Centre manager.

Overview of Role:

- Act as the main point of contact for the Community Centre and assist the Centre manager to oversee day to day operations.
- Ensure a clean, safe, and well-maintained working environment and a high standard of customer satisfaction is enjoyed by those who use the Centre facilities.
- Assist with promoting the Centre to increase its visibility and raise awareness of Centre activities within the local community.
- Coordinate room rental space and bookings at the Centre
- Implement agreed processes for managing enquiries for bookings/room hire and review on a regular basis.
- Assist with the supervision of staff and volunteers including a team of Tus, Jobs Initiative and CE placement staff based at the Centre while liaising with their supervisors.
- Be responsible for weekly staffing rosters and managing day to day centre resources ensuring contingency is in place to cover weekend, evening shifts as required, annual leave, periods of absence etc.
- Support with the coordination of maintenance contractors on work carried out in the facility.
- Provide administrative support to the Centre manager as required.
- Maintain confidentiality on all matters relating to centre's clients and business conducted within the centre.
- Participate in relevant training programmes and identify the training needs of staff.
- Perform other appropriate duties as required by the Centre Manager

Person Requirements for the role:

Skills and Experience:

- Have a good standard of general education.
- Demonstrate excellent organizational skills.
- Have good communication skills and enjoy working with members of the public as you will be liaising with a broad range of stakeholders including Centre staff, volunteers, Centre tenants, local networks and agencies, and the public.
- Have some knowledge of local community services, and networks in the North Clondalkin area.
- Be resourceful, with an ability to work on own initiative and apply effective problem-solving skills.
- Be dependable and flexible the role may require working in the evening and/or over weekends.
- Show a commitment to delivering a high standard of service to clients of the centre.
- Understand the importance of inclusivity and supporting local need.

APPLICATION PROCESS

Postal Applications:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up to date:

1. **Detailed CV (no more than 2 pages)**
2. **Cover letter**
3. **Confidential application form**

Marked: Rowlagh Community Centre Assistant Manager Ref: 143/2024 and should be addressed to:

Administration & Operations Department,
South Dublin County Partnership,
Unit D1,
Nangor Road Business Park,
Nangor Road,
Dublin 12.

Email Applications:

Email your CV and cover letter to jobs@sdcpartnership.ie (<mailto:jobs@sdcpartnership.ie>) – subject box to be marked.

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Closing date for receipt of applications: **Friday 28 June 2024 @ 5pm**

Please provide the names, address, occupation, and contact details of two referees. (Contact will not be made without prior notification to you).

Please note that no individual correspondence will be entered.

Late applications cannot be considered.

Shortlisting of candidates will apply.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds



Region

Dublin 22

Date Entered/Updated

11th Jun, 2024

Expiry Date
28th Jun, 2024

Attachment	Size
143 Rowlagh CC Assistant Manager App F.docx	712.37 KB

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