

## **South Munster Citizens Information Service: Development Manager - Kerry (<https://www.activelink.ie/node/109007>)**



### **Development Manager**

#### **Full Time Permanent South Munster Citizens Information Service**

**South Munster Citizens Information Service is currently seeking to recruit a Full Time Development Manager for its County Kerry Offices.**

Key tasks for the post include the leadership, management, training and development of a team of paid staff and volunteers to achieve the organisations goals and objectives aligned to the strategic plan, through the implementation of quality control systems.

The role also involves engagement and promotion of service development projects at both a local and regional level, in conjunction with the Regional Manager, as well as the compliance and use of best practice in the management of facilities and resources.

This role requires excellent management, communication, leadership, guidance and mentoring as well as administrative skills. Candidates are required to have a third level qualification relevant to the post (e.g. management, social studies etc.) with a minimum of 3 years' experience in a managerial role in a similar environment. Less formal qualifications will be considered if candidates can demonstrate significant managerial experience (minimum 5 years) in a similar work environment.

- This is a full-time permanent position, subject to completion of a 6-month probationary period
- **Salary scale:** €44,078; €45,496; €46,915; €48,334; €48,869; €50,314; €53,022; €54,252; €55,744; €57,076, €57,879 (LSI1), €58,682 (LSI2)
- **Incremental Credit:** It is expected, that all new entrants to South Munster Citizens Information Service will be appointed at point one of the salary scale. However, South Munster Citizens Information Service operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into South Munster Citizens Information Service. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

**Applications must be made on the relevant application form and sent to: [recruitsouthmunster@citinfo.ie](mailto:recruitsouthmunster@citinfo.ie) (<mailto:recruitsouthmunster@citinfo.ie>) clearly marked "Application for Development Manager Position".**

**Closing date:** Friday 19th July at 12.00pm midday (*late applications will not be accepted*).

A detailed job description and application form together with further information on CIS can be accessed as part of this advertisement.

[Download the Application Form \(docx\)](https://www.citizensinformationboard.ie/downloads/jobs/20240611_DM_AppForm.docx)

([https://www.citizensinformationboard.ie/downloads/jobs/20240611\\_DM\\_AppForm.docx](https://www.citizensinformationboard.ie/downloads/jobs/20240611_DM_AppForm.docx))

[Download the Candidate Pack\(pdf\)](https://www.citizensinformationboard.ie/downloads/jobs/20240611_DM_CandidatePack.pdf)

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For details on how your personal data will be used as part of this process our Data Protection Notice for Job Applicants is available at: [http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html)  
([http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html))

**South Munster Citizens Information Service is an equal opportunities employer.**

**Region**

Co Kerry

**Date Entered/Updated**

18th Jun, 2024

**Expiry Date**

19th Jul, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/109007-south-munster-citizens-information-service-development-manager-kerry>