

The Bridge Project: Social Enterprise Operations Manager – Clean Slate Property Services (<https://www.activelink.ie/node/109418>)



Clean Slate is a Social Enterprise that was set up in 2021 to support those with a criminal history to access employment. Clean Slate provides comprehensive property clearance and maintenance services to Local Authorities, Housing Associations, Community Organisations, Charities and Private Sector Property Managers in the Dublin area.

We have an exciting role to lead the operations of Clean Slate Property Services in its next phase of development. Supporting and mentoring the staff on Clean Slate is a key part of this role.

The Social Mission

Clean Slate acts as a progression for The Bridge Project (a community based organisation that works to reduce recidivism of adults with a criminal history and helps them to re-integrate into the community) and other organisations who work with those furthest from the labour market. Clean Slate provides employment but also acts as a stepping stone into the labour market for those wanting to gain work experience and move into other employment opportunities.

Bridge envisions a future where all those with an offending history are afforded opportunities to develop their full potential, reintegrate with families and society and to attain employment. We do this in many ways through a range of evidence based, structured programmes delivered by a multi-disciplinary team. A key focus for us is supporting participants to address their educational and training needs through educational assessments and support, accredited training in skills such as barbering, barista and bicycle mechanics. We wanted to go a step further into supporting people to reintegrate back into society by starting our social enterprise, Clean Slate, and provide employment opportunities for those furthest from the labour market.

Key Responsibilities:

Operations

- Provide leadership with empathy, to the social enterprise staff.
- Planning, directing and coordinating the onsite work of the social enterprise.
- Customer liaison and development of customer relationships.
- Ensure that the health and safety procedures, codes of conduct and other procedures are adhered to at all times.
- Staff support and supervision and staff appraisal.
- Identify training needs and source training for staff.
- Develop annual business objectives, plans and budgets.
- Rota and timesheet management. This requires liaising with stakeholders and balancing other commitments the staff may have such as training and education.
- Responding to (or escalating) customer complaints or site problems.
- Risk management: including identification of hazards, management and mitigation of risks; ensuring staff are trained in risk management.
- Managing and ordering supplies and equipment (including safety equipment); checking equipment is in working order.
- Quality management and implementing quality audits of on-site work (and overseeing rectification of issues).
- Vehicle management and driving to different jobs across Dublin. Responsible for transporting staff to and from jobs and transporting equipment.

Business Development Function

- Identify potential new areas of work to ensure sustainability; monitor the progress and development of the social enterprise.
- Contracts negotiation and management with customers.

- Promote the social enterprise with external stakeholders.

Please see full Role Description attached below.

Terms:

- 39 Hour week
- 24 Days Annual Leave
- 2 Privilege days; Good Friday and Christmas Eve
- Salary: Circa €50 – €60k, depending on experience

If you wish to apply for this position, please submit your C.V. and a cover letter to [sharon@bridge.ie \(mailto:sharon@bridge.ie\)](mailto:sharon@bridge.ie). Closing Date for applications is Wednesday 31st July at 5pm.

Region

Dublin 8

Date Entered/Updated

9th Jul, 2024

Expiry Date

31st Jul, 2024

Attachment	Size
Operations Manager-Clean Slate_Role Description.pdf	180.42 KB

Source URL: <https://www.activelink.ie/vacancies/community/109418-the-bridge-project-social-enterprise-operations-manager-clean-slate-property-services>