

Mulhuddart Community Centre: Community Services Program Centre Manager (<https://www.activelink.ie/node/110622>)



Mulhuddart Community Centre Ltd
Church Road Mulhuddart Dublin D15R2VF
Phone 01 821 5120 (tel:018215120) Fax 01 821 4992
mulhuddartcc@gmail.com (<mailto:mulhuddartcc@gmail.com>)
CHY no 21102

Community Services Program Centre Manager

Mulhuddart Community Centre is owned by Fingal County Council and managed by the board of directors of Mulhuddart Community Centre CLG. The centre operates a POBAL Community Services Program and is run as a social enterprise on a not-for-profit basis. Located in Mulhuddart Dublin 15 the centre has operated as a core resource within the community supporting a wide range of local community-based groups, actions and initiatives such as childcare, adult education, sport, recreation, health and wellbeing activities. The centre opens 7 days a week subject to demand.

The Mission of Mulhuddart Community Centre CLG is to “promote the delivery of social, educational, recreational, sporting activities and key services to the local community”

We are seeking to recruit a Community Services Program Centre Manager. The Centre Manager will ensure the effective, efficient management and co-ordination of the human, financial, and material resources of the CSP Program. Reporting directly to the Board of management of Mulhuddart Community Centre and maintain positive communications with all stakeholders.

Essential qualifications

- A 3rd level qualification in Business/Financial Administration, Training, Human Resources, facility management, Project Management, or Related disciplines. (Experience in lieu of qualification may be considered)
- Minimum of 3 years staff management experience.
- High level of organisation skills essential.
- Strong ICT skills & literacy is essential: MS Office, Word, Excel & PowerPoint.
- Staff supervision experience with capacity to develop a strong teamwork ethic and work on own initiative.
- Ability to access funding, engage funders and adhere to any funding requirements including reporting systems or Corporate Governance requirements as directed by the Board/Sponsor Body (CE, TUS or Pobal)
- Excellent inter-personal and communication skills including facilitation and teamwork skills.
- Candidate should have a good understanding of adult and community education in a community-based setting.
- Capacity to work with people from a wide range of backgrounds, agencies and sectors.

The ideal Candidate should have the following:

- Capacity to create new opportunities to grow and develop the social enterprise.
- Business development and marketing experience.
- Experience in bookkeeping and report writing.
- Experience of working in a community / volunteering setting
- Understanding of project management including administration and budget management processes.
- Understanding of Community Development Principles & Practices
- Familiarity with developing the use of social media platforms for marketing purposes.
- Strong communicator and personal motivation.

Terms and Conditions

This is a full-time position (subject to funding) – 39 hours per week (excluding lunch), based on an annual contract that may include evening and weekend work. Funded under the CSP program managed by Pobal on behalf of the Department of Rural & Community Development. A copy of the Job description is available on request.

Salary

Mulhuddart Community Centre is a not-for-profit organisation the Salary Scale for this post starts at €38,000 rising to €46,200 Per Annum (Commensurate with Skills and Experience) *New starters are placed at point 1 of the scale.

Additional benefits Include: 25 x days AL, On-site post, Career Development Courses and Membership of Fingal County Councils - Facilities Management Support Network.

Closing date: 5pm on Monday the 23rd of September 2024

Interested Applicants should forward an up to date CV with Covering Letter by **5pm on Monday the 23rd of September 2024 to davidwensor@icloud.com** (<mailto:davidwensor@icloud.com>)

Region

Mulhuddart, Dublin 15

Date Entered/Updated

3rd Sep, 2024

Expiry Date

23rd Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110622-mulhuddart-community-centre-community-services-program-centre-manager>