

Homefix: Manager (<https://www.activelink.ie/node/111536>)



Manager

Location: West and South Offaly

Contract: Full time, CSP programme Manager

West & South Offaly Homefix:

Homefix was established in 2008 to carry out minor repairs for older people. The vision of the CSP funded Social Enterprise programme is to enable older people to remain in their own homes and in their own communities through the improvement of their housing conditions and their level of comfort, security and well-being.

The purpose of this role:

The successful applicant will be responsible for planning, directing and overseeing the operations of Homefix Community Services Programme in West & South Offaly, with responsibility; for a team of home maintenance workers, fleet of vans, development of annual traded income and liaison with customers. The Manager will also be responsible for all administration required to ensure successful operation this social enterprise.

Responsibilities:

- Daily management of Homefix Community Services Programme
- Management of vehicles and equipment
- Co-ordinate the delivery of services throughout West & South Offaly
- Staff management
- Carry out minor repairs and maintenance for clients
- Responsibility for collection of client payments for services
- Development of annual traded income for the company
- Promotion of the service to clients and relevant organisations and management of social media advertising
- Responsibility for financial and target returns to Pobal and other funders
- Liaising with Pobal, Offaly County Council, local and community development organisations
- Regular reports to board of management, sub groups and Board liaison person
- Expand services to older and vulnerable people as requested by board of management
- Play an active part in funding applications and social enterprise networks

The Person:

The successful applicant will ideally have:

- Management and Supervisory experience and carpentry and/or other related
- Experience of planning and allocation of work to team members
- Excellent communication skills
- Experience of working with older people and related agencies
- Knowledge and experience of financial management and budgeting
- Ability to plan and implement projects
- Experience of reporting to Boards

Please send your CV and application letter via email to: wsohomefix@gmail.com (<mailto:wsohomefix@gmail.com>). The

closing date for receipt of applications is **Friday 25th October 2024**.

Job description available upon request.

Region

West & South Offaly

Date Entered/Updated

15th Oct, 2024

Expiry Date

25th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/111536-homefix-manager>