

## **Treo Nua Resource Centre: Centre Manager** **(<https://www.activelink.ie/node/111582>)**



**We're Recruiting for the post of:**

### **Centre Manager**

**Treo Nua Resource Centre CLG, Harpur's Lane, Portlaoise R32C7DD**

#### **Summary:**

The Centre Manager is responsible for the overall management of the daily operations of the centre in Portlaoise. Reporting to the Board / Representatives of the Board. To work cooperatively with the centre's anchor tenants and various centre clients, for the smooth daily operations of activities within the centre and to ensure the centre is maintained for effective delivery of activities and services.

The centre is a positive focal point for the local and wider Portlaoise community. We strive to meet community needs, in an inclusive way through the provision of space which supports the promotion of participation in sport, leisure, educational and recreational activities.

#### **The ideal candidate/characteristics:**

- Capability to handle authority and delegate responsibility.
- Excellent interpersonal and communication skills
- Financial Management Experience
- Understand safe working practices and health and safety legislation.
- Ability to work as part of a team or self-directed.
- Experience of supervising and managing staff
- IT Literate with an innovative flair
- Flexible, honest, and reliable
- Experience working with not-for-profit organisations.
- Strong financial management and administration experience

#### **To Apply:**

- Please see attached Application Form, Job Description and SPEC Sheet
- **Closing Date : Tuesday 29th of October 2024 at 2p.m.**
- Applications by EMAIL ONLY to: [recruitmenttreonua@gmail.com](mailto:recruitmenttreonua@gmail.com) (<mailto:recruitmenttreonua@gmail.com>)

Treo Nua Resource Centre CLG are an Equal Opportunities Employer

#### **Region**

Portlaoise, Co Laois

#### **Date Entered/Updated**

17th Oct, 2024

**Expiry Date**  
29th Oct, 2024

<b>Attachment</b>	<b>Size</b>
<u>Centre Manager Job Description.doc</u>	77.5 KB
<u>APPLICATION FORM.docx</u>	56.77 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/111582-treo-nua-resource-centre-centre-manager>