

Clare Immigrant Support Centre: General Manager **(<https://www.activelink.ie/node/112103>)**



Job Title: General Manager

Location: Ennis, Co. Clare

Closing Date: 27th November 2024

Job Type: Specific Purpose Contract

Job Hours: 35 per week

The Clare Immigrant Support Centre (CISC) aims to ensure access to appropriate state and community services and the upholding of Human Rights to all in the Immigrant Community. CISC seeks to facilitate the integration of Immigrants into their local community by providing a response to the individual needs and also supporting the involvement with local service providers, agencies and groups.

CISC is based in Ennis, Co. Clare and provides a range of services to all immigrants including International Protection Applicants, Refugees and the Ukrainian community living in County Clare.

General Manager

Overall Purpose of the Role: To develop and manage, under the direction of the Board, the work and services of Clare Immigrant Support Centre (CISC)

The General Manager is responsible for the management, development and delivery of projects, outreach and other services to:

- Persons who are applicants under the Temporary Protection Directive
- International Protection Applicants
- Refugees
- Individuals under the Irish Refugee Protection Resettlement Programme (IRPRP)

The Manager will have responsibility for:

HR Management

- Line management of the staff team
- Developing and implement HR Policies, Procedures Strategic Development , Governance and Finance
- Implementation of the Strategic Plan developed under the direction of the Board.
- Development and maintenance of relationships with stakeholders (community, statutory agencies, funding bodies etc.)
- Responsibility for compliance with statutory governance requirements (GDPR, CRO and CRA)
- Ensuring programmes are funded and maintaining relations with funders, including writing grant applications and reports.
- Ensure appropriate financial management of the organisation in accordance with financial policies including maintenance of financial records, budgets, company accounts, cash management and procurement and liaising with

- auditors.
- Reporting to the Board on a monthly basis

Person Specification

Experience

- Working in the field of Social Inclusion (Essential)
- Experience of leading a group or organisation (Essential)
- Minimum of 3 years management experience including Financial Management and Governance (Essential)
- Minimum of 3 years experience working with communities (Essential)
- Experience of supporting, advocating for and advising Immigrants and Asylum Seekers (Desirable)
- Experiencing of working to a voluntary management board (Desirable)
- Experience of interagency working (Desirable)

Knowledge

- Understanding of Current Immigration, Asylum and Human Rights Law (Essential)
- Knowledge of Issues affecting Asylum seekers and immigrants (Essential)
- Second languages (Desirable)
- Knowledge of existing services who support Immigrants (Desirable)

Skills

- IT and Social Media Skills (Essential)
- Grant management, including funding application, liaising with funders and report writing (Essential)
- Caseload management and recording (Desirable)
- Familiarity with database and web-based reporting (Desirable)
- Media and publicity work (Desirable)

Attributes

- Motivates others and provides appropriate support (Essential)
- Shows persistence in achieving goals and targets (Essential)
- Demonstrates commitment to achieving success (Essential)
- Delegates responsibility appropriately (Essential)

Terms and Conditions

- Specific Purpose Contract (to be discussed) Full-time (35 hours per week)
- Applications are welcomed from members of the Immigrant Community

How to Apply

If you would like to contribute to an organisation making a difference please send your CV together with a cover letter outlining your skills and attributes which make you a suitable candidate for this opportunity.

[eoin@anisa.ie \(mailto:eoin@anisa.ie\)](mailto:eoin@anisa.ie)

Closing date for applications is COB on **Wednesday 27th November 2024**

Region

Ennis, Co Clare

Date Entered/Updated

12th Nov, 2024

Expiry Date

27th Nov, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/112103-clare-immigrant-support-centre-general-manager>