

## **Allpro Services: Night Manager** **(<https://www.activelink.ie/node/112737>)**

### **Vacancy: Night Manager**

#### **Job Summary:**

The Night Manager is responsible for overseeing the delivery of high-quality support services to vulnerable residents and children. The residents of the centre have overcome challenges in their past and are now actively working towards reintegrating into the community. This role involves managing a diverse team, ensuring adherence to policies and standards, while fostering a safe, inclusive environment that upholds the dignity and rights of individuals seeking to improve their lives and achieve stability.

#### **Key Responsibilities**

##### ***Leadership and Team Management***

- Work closely with a multidisciplinary team, including social workers, mental health professionals, and addiction counsellors.
- Foster a positive, collaborative workplace culture, promoting professional development and staff well-being.
- Conduct and attend performance reviews, team meetings, and provide regular feedback to staff.

##### ***Client Support and Case Management***

- Oversee the delivery of person-centred support services, including assessments, care plans, and referrals.
- Provide guidance on complex or high-risk cases, ensuring appropriate safeguarding protocols are followed.
- Facilitate access to external support services, including healthcare, addiction recovery, mental health care, and employment assistance.

##### ***Operational Oversight***

- Ensure the centre operates in compliance with health and safety regulations, safeguarding policies, and data protection standards.
- Manage budgets and resources effectively, liaising with the finance team for accountability.
- Develop and update operational policies and procedures to improve service delivery and efficiency.

##### ***Partnerships and Collaboration***

- Build and maintain relationships with local authorities, housing services, NGOs, and community groups to enhance support networks for clients.
- Represent the centre in meetings and forums to advocate for the needs of homeless individuals and influence policy.

##### ***Monitoring and Reporting***

- Maintain accurate records of client outcomes, service usage, and staff performance.
- Prepare regular reports for senior management and funders, highlighting challenges and achievements.

#### **Essential Requirements:**

#### ***Qualifications:***

- Bachelor's degree in social care/social sciences. (Master's degree desirable.)

### ***Experience:***

- Proven experience in a leadership or management role within the homelessness, social care, community development, or charity sector (3+ years).
- Experience working with vulnerable populations, including individuals with complex needs such as mental health challenges or substance dependency (3+ years).
- Track record of managing teams and resources in a dynamic environment.

### ***Skills and Competencies:***

- Strong leadership and interpersonal skills, with the ability to motivate and manage diverse teams.
- Excellent problem-solving and decision-making abilities.
- In-depth understanding of homelessness issues, including root causes, systemic challenges, and interventions.
- Cultural competence and the ability to work effectively with individuals from diverse backgrounds.
- Exceptional organisational and communication skills, both written and verbal.

### ***Other Requirements:***

- Flexibility to work irregular hours, including evenings or weekends if needed.
- Garda vetting/clearance is a requirement for the position.

### ***Position details***

- 45 hours per week, rotating roster over 7 days.
- Starting Salary will be €40'000 – €46'000, depending on experience.

### ***Applications***

- Interested candidates should submit a CV and cover letter outlining their suitability for the role [tchr@allpro.ie](mailto:tchr@allpro.ie) (<mailto:hr@allpro.ie>).

#### **Region**

Navan, Co Meath

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

17th Dec, 2024

#### **Expiry Date**

7th Jan, 2025

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