

## **Parslickstown House Management: Community Centre General Manager (<https://www.activelink.ie/node/112919>)**



### **Community Centre General Manager**

**Name of Employer:** Parslickstown House Management CLG.  
Ladyswell Road, Base Enterprise Park, Damastown, Dublin 15

**Job Title:** Community Centre General Manager

**Number of Hours:** 39 Hours per week  
Evening & weekend work may be a feature of this position.

**Salary range:** €45,000 - €59,000 (salary agreed will be dependent on experience)

**Job type:** Community Centre General Manager

**Full-time (subject to funding)**

### **Job Summary: (Job description available on request)**

To work in partnership with the Voluntary Board of Directors (PHM CLG) staff and community leaders to follow through on aims, objectives and agreed areas of work outlined in the three-year strategic plan (2024 – 2027). The General Managers duties will include, but are not limited to the following:

- Manage the staff team and oversee the day-to-day management and operation of the House
- Facilitate the delivery of all programs and services operating in the house.
- Operate the house as social enterprise through the developing of new and existing initiatives.
- Access funding for new and existing programs will also be an ongoing part of the work to meet the demands and needs of the local community.
- Provide leadership in the organisation, ensuring its values and ethos are upheld.

Parslickstown House is a Company Limited by Guarantee with Charitable Status. The Community House is owned by Fingal County Council and is managed under a management licence by the Board of Directors of Parslickstown House Management CLG. This is a new position and is an exciting opportunity.

### **Essential Requirements for the Role**

- A minimum of three years Management Experience is required within a community-based setting
- A 3rd level qualification in Business/Financial Administration, Community Development, Human Resources, facility management, Project Management, or Related disciplines. (Experience in lieu of qualification may be considered)
- Critical thinking and business development skills
- Excellent Communication and experience of interagency work
- Experience with financial systems and development of efficient systems to manage the finances of the company
- Experience in Human Resource Management through the provision of staff support, development and supervision are essential
- Have a good knowledge and understanding of the issues of poverty and social exclusion
- Proven experience in accessing funding. Experience in applying for grants/ funding or previous tendering experience an advantage

Access to own transport and a full clean driving licence is required.

## Please send CV and cover letter to:

The Chairperson

**Address: Parslickstown House Management CLG**

**Ladyswell Road, Base Enterprise Centre, Damastown, Dublin 15**

**Email:** (<https://www.activelink.ie/vacancies/children-youth/anneshortall60@gmail.com>) [parslickstownrecruitment@gmail.com](mailto:parslickstownrecruitment@gmail.com)  
(<mailto:parslickstownrecruitment@gmail.com>)

Closing date and time for receipt of applications is 5pm 24th Jan 2025

*This project is an equal opportunities employer*

***Shortlisted applicants will be contacted only, as Parslickstown House Management CLG will not in a position to respond to a high level of submissions.***

***Applicants must provide a full disclosure for the purpose of Garda Vetting.***

### **Region**

Dublin 15

### **Date Entered/Updated**

6th Jan, 2025

### **Expiry Date**

24th Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/112919-parslickstown-house-management-community-centre-general-manager>