

Making Connections: Operations & Development Lead **(<https://www.activelink.ie/node/113008>)**



Operations & Development Lead

CONTRACT: Full-time, permanent.

SALARY: €40,000 - €49,000 per annum, commensurate with experience.

LOCATION: Dublin / Hybrid – currently 2 days in the office per week.

BACKGROUND

Making Connections is a Dublin-based, volunteer-led non-profit organisation with a mission to alleviate loneliness and isolation among older people. The organisation empowers individuals to age well in their own homes and stay connected to their communities. Through a range of individualised and group-based wellbeing supports, Making Connections helps people over 65 to maintain their health, independence, and social connections. Key initiatives include befriending visits, community activity support, telephone check-ins, walking companionship, assistance with digital devices, and the provision of information and signposting services.

THE ROLE

Reporting directly to the Executive Director, the Operations and Development Lead will take responsibility for operations including ICT, Data Management, processes and systems, as well as financial management and compliance. This role is central to enabling the organisation to scale its impact and achieve ambitious goals while allowing the Executive Director to focus on leadership, strategy, and relationship-building.

The ideal candidate will bring a strategic mindset alongside hands-on experience in operations and financial management. They will take ownership of their responsibilities, propose and implement innovative solutions, and drive progress. Their work will include developing and implementing systems and processes to support organisational scalability, managing finances and collaborating with the external accountant to ensure effective budgeting and reporting, and creating and maintaining policies to ensure compliance with regulatory requirements.

This is the ideal role for a mission-driven professional who aligns with Making Connections' values and is eager to embrace the opportunities and challenges of working in a small, dynamic charity. Flexibility, adaptability, and a collaborative attitude are essential, as the role requires working closely with a small team where members support one another across varied tasks. If you're proactive, capable, and ready to lead operational excellence, we'd love to hear from you!

APPLICATION DETAILS

To apply for this position, fill out this form (<https://www.charitycareersrecruitment.ie/vacancy/136#application-info>) to get the full job description, candidate information pack, and application details.

If you have further questions, email recruitment@cciexecutivesearch.ie (<mailto:recruitment@cciexecutivesearch.ie>), using Making Connections — Operations & Development Lead as the subject of your email.

The recruitment campaign for this position is being managed exclusively on behalf of Making Connections by non-profit specialist recruitment consultancy CCI Executive Search.

It is CCI's policy to ensure that as much accommodation as possible is provided to facilitate the participation of individuals with special needs in the recruitment process and the workplace. If you require any specific accommodations, please let us know.

Deadline for applications: 04/02/2025 12:00

Region

Dublin / Hybrid

Date Entered/Updated

10th Jan, 2025

Expiry Date

4th Feb, 2025

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