

Ballyvaloo Retreat Centre: Operations Manager **(<https://www.activelink.ie/node/113018>)**



Operations Manager

(Full Time – 39 hours per week, with availability for weekends and evening)

The Sisters of St. John of God require a full-time Operations Manager for their Retreat Centre in Ballyvaloo, near Blackwater, County Wexford.

Ballyvaloo Retreat Centre is located in close proximity to a beautiful sandy beach, and offers Retreats and Reflection Days for groups and individuals. It is also an ideal setting for workshops, seminars, meetings, and day or weekend courses. Above all the Centre offers an oasis of peace.

(For more information on Ballyvaloo Retreat Centre please see www.ballyvaloo.ie (<http://www.ballyvaloo.ie>))

The Operations Manager will support the Centre Director in implementing the strategic development of Ballyvaloo. This role oversees the operational elements of the Centre's services, ensuring effective resource optimisation, adherence to agreed budgets and targets, and upholding the Centre's values.

The Operations Manager will be a key member of the Ballyvaloo Management Team, fostering a welcoming and hospitable environment for guests.

Key responsibilities include:

- ***Operations Management***
- ***Financial Oversight***
- ***Human Resources***
- ***Communications***
- ***Policy, Legislation & Regulation***
- ***Sales & Marketing***
- ***Guest Satisfaction*** .

The post may suit a person with a qualification in the hospitality sector, with relevant experience in managing in a welcoming environment offering high quality accommodation and catering.

The ideal candidate will have excellent communication and interpersonal skills, a strong empathy with the vision and work of the Congregation, and the flexibility and adaptability to work in a team based environment.

The remuneration will reflect the calibre of the successful candidate.

A comprehensive Curriculum Vitae and covering letter may be sent by email to recruit.ssjg@gmail.com (<mailto:recruit.ssjg@gmail.com>) before 5.00pm on Friday 7th February, 2025.

We are an equal opportunities employer.

Region
Co Wexford

Date Entered/Updated
10th Jan, 2025

Expiry Date
7th Feb, 2025

Attachment

[Job Description for Operations Manager at Ballyvaloo Retreat Centre.docx](#)

Size

18.44
KB

Source URL: <https://www.activelink.ie/vacancies/community/113018-ballyvaloo-retreat-centre-operations-manager>