

## **Local Link Kerry: Assistant Manager** **(<https://www.activelink.ie/node/113608>)**



### **Job Title: Assistant Manager**

**Reports to:** General Manager

**Location:** Offices are located in Castleisland, County Kerry

**Hours:** Full Time (37.5 hours a week) Office is open Monday to Friday 08:30 – 17:00. Due to the nature of the position and the business this position may involve working flexible hours including evenings and weekends, as required and agreed in advance.

**Salary Scale:** €55,000

### **Background:**

Kerry Community Transport CLG t/a Local Link Kerry is a Transport Co-ordination Unit with responsibility for the development, co-ordination, management & implementation of public transport across County Kerry under the TFI Local Link brand. There are 15 Transport Coordination Units (TCU) operating nationally under the remit of the National Transport Authority (NTA).

For more information on Local Link Kerry please visit [www.locallinkkerry.ie](http://www.locallinkkerry.ie) (<http://www.locallinkkerry.ie>) and their social media platforms.

### **Purpose of Position:**

The Assistant Manager will support the General Manager in overseeing the daily operations and strategic direction of Local Link Kerry.

This position involves ensuring the growth of the company and the services provided, enhancing staff productivity, maintaining and fostering stakeholder relationships, and aligning activities with the organisation's strategic objectives.

The Assistant Manager will also be expected to contribute to improving service delivery, sustainability and will support the General Manager in achieving the objectives & goals outlined in the Strategic Plan.

### **Key Responsibilities:**

#### **Operational Management:**

- Assist the General Manager in managing and executing the TCU tasks as per the NTA Services Agreement.
- Support the growth and development of Local Link Kerry's transport services, ensuring increased patronage in a sustainable manner.
- Collaborate with the General Manager to implement policies, strategies, goals and objectives set by the Local Link Kerry Board of Directors.
- Help prepare and present monthly reports to the General Manager, outlining progress on workplans and strategic goals.
- Participate in planning and organising Board & Sub Committee meetings in consultation with the General Manager &

Chairperson.

- Contribute to the development and implementation of the Annual Plan and Strategic Plan for 2024-2027.
- Monitor performance goals and targets, ensuring achievement and compliance, and provide reports to the Board and the NTA.
- Represent Local Link Kerry at national events, meetings, and conferences.
- Establish and maintain effective relationships with key stakeholders, including the Board, staff, local authorities, transport providers, and other relevant organizations.
- Liaise with neighbouring Transport Coordination Units (TCUs) to share information and develop best practices.
- Collaborate with other Local Links, Government Agencies, and relevant stakeholders to address the transport needs of local communities.

## **People Management:**

- Assist in driving staff development and ensure that training aligns with the Strategic Plan.
- Assist in recruitment processes to ensure that suitably qualified staff are appointed to fill vacancies.
- Foster a motivating, positive, and energetic work environment for the team.
- Conduct performance appraisals, identifying areas for development and ensuring effective training programs.
- Oversee the approval of team members' timesheets and leave requests ensuring that the company is adequately staffed at all times to meet service delivery needs.

## **Finance Management:**

- Support the General Manager & Senior Financial Administrator in overseeing payroll, banking, online payments, and returns to regulatory bodies like Revenue, the Companies Registration Office, and the Charities Regulator.
- Liaise with the Senior Financial Administrator & the National Transport Authority on financial reporting matters and ensure adherence to the RTP Finance all financial requirements.
- Assist in managing financial activities in line with the approved operational budget.
- Work to enhance efficiency and improve revenue generation for the company.
- When required, authorise and approve payments for operators, suppliers, and staff, ensuring accuracy and compliance with established financial protocols.

## **Strategic and Business Development:**

- Oversee the implementation of new initiatives and transport solutions in alignment with business objectives.
- Collaborate with various stakeholders such as the HSE, Kerry County Council, Bus Eireann, and local development agencies to ensure the transport needs of communities are effectively addressed.
- Contribute to the long-term development and strategic planning of Local Link Kerry.
- Ensure that Local Link Kerry's work feeds into the broader Countywide and National Rural Transport Policy.

## **Skills & Qualifications:**

- Minimum 3 years' experience in management in a commercial or public service environment.
- Strong organisational skills with the ability to prioritize tasks and manage multiple projects.
- Excellent communication and interpersonal skills to build effective relationships with stakeholders.
- Demonstrated ability to manage people and create a positive, motivating work environment.
- Strong financial management skills and experience with budgeting and financial reporting.
- Experience in strategic planning and policy implementation.
- Proficiency with IT systems, reporting tools, and financial management software.

## **Personal Attributes:**

- Proactive, with a solutions-oriented approach to problem-solving.
- High level of integrity and professionalism in all dealings.
- Adaptability to changing environments and emerging business needs.
- Strong leadership skills with the ability to manage and inspire a team.

## **Application Process:**

To apply, please submit your CV along with a cover letter (approximately 400-600 words) to [jobs@locallinkkerry.ie](mailto:jobs@locallinkkerry.ie) (<mailto:jobs@locallinkkerry.ie>) that highlights your motivations for applying and demonstrates how your experience aligns

with the requirements of this role.

Applications must be submitted by **Friday 21st February 2025 @ 4pm.**

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This job description provides a general overview of the key responsibilities and qualifications for the Assistant Manager position at Local Link Kerry.

**Region**

Castleisland, Co Kerry

**Date Entered/Updated**

5th Feb, 2025

**Expiry Date**

21st Feb, 2025

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