

Celbridge Community Centre: General Manager **(<https://www.activelink.ie/node/114061>)**

Celbridge Community Centre CLG

Celbridge Community Centre CLG is situated in the centre of Celbridge, County Kildare. It is a vibrant community centre which is owned and managed, on behalf of the Community, by a private company, limited by guarantee, founded in 1982. It is comprised of a Sports & Community Centre and an Enterprise Centre, and an operating Hydroelectric System, all on a 4-acre site on the banks of the river Liffey.

General Manager Position

Essential Requirements: -

- A relevant 3rd Level Qualification
- Knowledge and experience of finance and human resources
- An interest in business development.

Salary: €50K - €60K depending on Qualification and Experience.

CVs welcome outlining relevant skills and experience.

Respond to celbridgeccrecruitment@gmail.com (<mailto:celbridgeccrecruitment@gmail.com>)

Short listing will be used.

Duties to be based on the following paragraphs: -

- **Relationship Management:** Building and maintaining strong connections with staff, board members, tenants, suppliers, stakeholders, statutory agencies, and community organisations. Working with Maintenance Manager and Community Employment Project.
- **Human Resources:** Overseeing resourcing, recruitment, people management, and training.
- **Operations:** Managing daily activities, property maintenance, space rentals, and ensuring high service standards in conjunction with relevant staff.
- **Funding:** Generating income through fundraising, grant applications, and other revenue streams.
- **Financial Oversight:** Managing budgets, bookkeeping, and financial systems.
- **Health and Safety:** Ensuring the well-being of staff, tenants, volunteers, and visitors.
- **Policies and Procedures:** Maintaining and enforcing up-to-date policies and procedures.
- **Marketing and Promotion:** Increasing awareness of the centre and its activities.
- **Community Engagement:** Strengthening relationships with local organisations.
- **Risk Management:** Identifying and mitigating risks to the Centre and its operations.
- **Governance:** Preparing and presenting reports to Designated Directors and Board Meetings.

Experience and Qualifications

Essential:

- Minimum of three years management experience with proven leadership skills, preferably in a community setting.
- A third-level qualification in fields such as Business, Finance, or Community Development.
- Strong critical thinking and business development abilities.
- Excellent communication and customer service skills.
- Experience with financial systems, budgeting, and funding.
- Demonstrated accountability and autonomy in a prior role.
- Knowledge of company governance and compliance with legislation.
- Availability for some evening and weekend work.

Desirable:

- Experience with interagency collaboration and grant applications.
- Proficiency in creating and updating policies and procedures.
- Experience in leading a diverse team with patience and kindness.

Benefits may include the following: -

- Free Parking on site
- Pension
- Free Gym facilities
- Certified Sick Leave
- Holidays 25 days
- Bike - to - Work Scheme

This is a dynamic and impactful role that offers the chance to make a meaningful contribution to the Celbridge community while leading a dedicated team in a rewarding environment. Celbridge Community Centre CLG is an equal opportunity employer.

Hiring process: -Send a CV and cover letter to celbridgeccrecruitment@gmail.com (<mailto:celbridgeccrecruitment@gmail.com>) on/before 26th March 2025 @ 8.00 pm.

Region

Co Kildare

Date Entered/Updated

25th Feb, 2025

Expiry Date

26th Mar, 2025

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