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## **Southill Family Resource Centre (Limerick): Family Resource Centre Manager (<https://www.activelink.ie/node/114282>)**

Southill Family Resource Centre (Limrick) are recruiting for:

### **Family Resource Centre Manager**

(Full-Time – 35 hours per week, excluding lunch)

#### **Overall Purpose of the Role:**

The Family Resource Centre Manager will be responsible for the strategic and operational management of the Centre in collaboration with the Voluntary Board of Management. This role involves overseeing the development, coordination, and delivery of key support services that enhance family well-being and community development.

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#### **Key Responsibilities**

##### **1. Family Support**

- Develop and implement family support programs that strengthen resilience and coping strategies.
- Provide information, advisory services, and coordinate community events for families and individuals.
- Build strong partnerships with **Tusla** and relevant agencies to enhance service delivery.
- Ensure compliance with **Children First: National Guidance** and the **Tusla Meitheal National Practice Model**.
- Promote a **community-based model of family support** aligned with national frameworks.
- Actively contribute to Tusla's **area-based approach to prevention, partnership, and family support**
- Foster a **multi-agency approach**, engaging statutory and voluntary organizations.

##### **2. Community Development**

- Drive local engagement, encouraging representation from key target groups in governance structures.
- Support community members in identifying needs and developing local programs.
- Promote leadership development by empowering individuals and groups.
- Advocate for **community-led initiatives**, including awareness campaigns and lobbying efforts.
- Build and sustain strong networks with **community organizations, voluntary groups, and statutory agencies**
- Collaborate with the Board of Management to influence policy at local, regional, and national levels.

##### **3. Management & Operations**

- Oversee the daily operations of the Centre, ensuring smooth delivery of services.
  - Work closely with the **Board of Directors** to maintain effective governance, policy implementation, and compliance.
  - Develop and implement a **planning, monitoring, and evaluation framework** for programs and initiatives.
  - Identify funding opportunities, prepare grant applications, and maintain relationships with funding agencies.
  - Manage the Centre's **financial operations**, including budgeting and reporting.
  - Supervise and support staff, volunteers, and placement workers, ensuring a **collaborative team environment**.
  - Maintain accurate **HR records, timesheets, and personnel policies**
  - Ensure staff and volunteer **training and professional development**.
  - Act as the **Designated Liaison Person (DLP)** for child protection matters, ensuring policy compliance.
  - Represent the Centre in **regional and national Family Resource Centre networks**
  - Provide **monthly progress reports** to the Board and relevant stakeholders.
  - Perform additional duties as required by the Board to ensure the Centre's effective operation.
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## Reporting & Accountability

The **Family Resource Centre Manager** will report directly to the **Board of Directors**.

## Qualifications

A 3rd level qualification is desirable with some practical experience or alternatively 15 years' experience of working in the community sector.

## Working Hours

- **35 hours per week**, with flexibility required for evening and weekend commitments.
- Time off in lieu will be provided for any additional hours worked outside standard hours.

## Salary

- As per the designated salary scale.

## Contract Terms

- 12 months Fixed Term Contract

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**Apply with C.V'S to [Hr@southillfrc.com](mailto:Hr@southillfrc.com) (mailto:Hr@southillfrc.com) Closing date is Thursday 27th March 2025.**

Southill Family Resource Centre CLG is an equal opportunities employer.



**TÚSLA**  
An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

### Region

Limerick

### Date Entered/Updated

10th Mar, 2025

### Expiry Date

27th Mar, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114282-southill-family-resource-centre-limerick-family-resource-centre-manager>