

## **North Leinster Citizens Information Service: Development Manager (<https://www.activelink.ie/node/114339>)**



### **Development Manager**

#### **Full Time, Permanent**

North Leinster Citizens Information Service is currently seeking to recruit a Full Time, Permanent Development Manager for its Navan Office.

Key tasks for the post include the leadership, management, training and development of a team of paid staff and volunteers to achieve the organisations goals and objectives aligned to the strategic plan, through the implementation of quality control systems.

The role also involves engagement and promotion of service development projects at both a local and regional level, in conjunction with the Regional Manager, as well as the compliance and use of best practice in the management of facilities and resources.

This role requires excellent management, communication, leadership, guidance and mentoring as well as administrative skills. Candidates are required to have a third level qualification relevant to the post (e.g. management, social studies etc.) with a minimum of 3 years' experience in a managerial role in a similar environment. Less formal qualifications will be considered if candidates can demonstrate significant managerial experience (minimum 5 years) in a similar work environment.

- This is a full-time permanent position, subject to completion of a 6-month probationary period
- **Salary scale:** €47,698; €49,232; €50,768; €52,303; €52,882; €54,446; €57,376; €58,707; €60,322; €61,763 (Max); €62,632 (LSI1), €63,501 (LSI2)
- **Incremental Credit:** It is expected, that all new entrants to North Leinster CIS will be appointed at point one of the salary scale. However, North Leinster CIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into North Leinster CIS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.
- **Pension:** There is a pension scheme in place where 5% is contributed by the employee and 7% by the employer. Membership of the pension scheme is mandatory.
- **Annual Leave:** Calculated on a pro rata basis for part year service as follows:
  - 25 days
  - 26 days (upon completion of 2 years' service)
  - 27 days (upon completion of 5 years' service)

Full terms and conditions are contained in a Staff Handbook, which is issued with and forms part of the Employee Contract at CIS.

**Applications must be made on the relevant application form and sent to:**  
**[recruitment.northleinstercis@citinfo.ie](mailto:recruitment.northleinstercis@citinfo.ie) (mailto:recruitment.northleinstercis@citinfo.ie)**

Clearly marked "Application for Development Manager Position"

**Closing date:** 13:00pm, 26th March 2025 (*late applications will not be accepted*).

**A detailed job description and application form can be downloaded as part of this notice.**

For details on how your personal data will be used as part of this process our Data Protection Notice for Job Applicants is available at: [http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html)  
([http://www.citizensinformationboard.ie/en/data\\_protection/cib.html](http://www.citizensinformationboard.ie/en/data_protection/cib.html))

**North Leinster Citizens Information Service is an equal opportunities employer**

**North Leinster Citizens Information Service is funded and supported by the Citizens Information Board**

**Region**

Navan, Co Meath

**Date Entered/Updated**

11th Mar, 2025

**Expiry Date**

26th Mar, 2025

<b>Attachment</b>	<b>Size</b>
<a href="#">01-Development-Manager-Candidate -Pack-March-2025.docx</a>	228.91 KB
<a href="#">02-Development-Manager-Application-Form-March-2025.docx</a>	75.57 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114339-north-leinster-citizens-information-service-development-manager>