

## **Nano Nagle Place: Community Engagement Manager** **(<https://www.activelink.ie/node/114449>)**



### **Community Engagement Manager**

**Permanent Contract**

**30 hours per week (4 days per week)**

**Located in Cork City**

### **About Nano Nagle Place**

Nano Nagle Place is an unexpected oasis in the centre of bustling Cork City, a place that celebrates Nano Nagle's vision of empowerment through education, community inclusion and spiritual engagement for a contemporary world. Nano Nagle Place houses an award-winning museum, heritage buildings, a conference centre, walled gardens, a design and book shop and a hub for a range of community projects. Nano Nagle Place has been recognised by Trip Advisor as "Travellers Choice" for 2023 and 2024, categorised as the Best of the Best for tourism destinations.

### **About the role**

As a key member of the Executive Leadership Team, the Community Engagement Manager will report directly to the CEO, contributing to the strategic vision and leadership of Nano Nagle Place. The Community Engagement Manager will play a pivotal role in advancing the community and social justice mission of Nano Nagle Place. The role will lead and manage key community programmes, including the Lantern Project, the Cork Migrant Centre, and the Men's Group, ensuring their continued growth and impact. Additionally, they will oversee and develop the organisation's Volunteering Programme, fostering meaningful engagement between volunteers and the wider community. This role also carries responsibility for implementing and communicating all relevant organisational policies, ensuring best practices in governance, safeguarding, and community outreach.

### **Key Responsibilities:**

#### **1. Executive Leadership Team (ELT)**

- Contribute as an integral member of the Executive Leadership Team, supporting the implementation of Nano Nagle Place's Strategic Framework, *Where All Communities Belong*.

#### **2. Management**

- Manage all aspects of the Community Engagement team's work, ensuring effective delivery and impact.
- Deliver the annual Business Plan, aligning activities with organisational goals and strategic priorities.

#### **3. Programme Oversight: Lantern Project, Cork Migrant Centre, and Men's Group**

- Provide strategic oversight for the Lantern Project, Cork Migrant Centre, and Men's Group, ensuring their continued growth and effectiveness.
- Build and maintain relationships with current and potential funders to secure resources and support for these initiatives.

## 4. Volunteering

- Oversee the Volunteer Accreditation process, ensuring best practices in recruitment, training, engagement, and supervision of volunteers.
- Ensure the effective implementation of the Nano Nagle Place Volunteer Policy, fostering a strong and inclusive volunteer network.

## 5. Governance and Compliance

- Communicate and implement key organisational policies and procedures within the Community Engagement function, ensuring compliance and best practice across all activities.
- Ensure appropriate governance and compliance across the Community Engagement function in line with legal and regulatory requirements.

## 6. Budgeting & Resource Management

- Manage the budget for the Community Engagement function, ensuring financial sustainability and effective allocation of resources.
- Monitor income and expenditure to ensure alignment with the annual budget.
- Manage funding applications, including expenditure and reporting phases, in collaboration with key personnel.
- Manage resources across the team, ensuring efficiency and accountability.

## About You

We are looking for a dynamic and compassionate leader who is passionate about community engagement and social impact. The ideal candidate will bring a combination of strategic vision, hands-on management experience, and a deep commitment to working with diverse communities.

### You will have:

- At least **three years of experience managing staff**, with a proven ability to lead and support individuals to work effectively as a team.
- A **minimum of three years' experience** in community education or community development at a management level.
- A strong understanding of **governance and compliance** requirements as they relate to the charities sector.
- Proven experience of **financial management**, including budget development and oversight, and grants application and management.
- A **relevant third-level qualification**.
- A strong **empathetic understanding** of the challenges faced by vulnerable communities, and a demonstrated commitment to inclusion and social justice.
- Excellent **organisational skills**, self-motivation, and the ability to manage multiple tasks while maintaining a positive and collaborative working approach.
- A high level of **competency in Microsoft Office** applications, including Word, Excel, and Outlook.

## Equal opportunities

We actively encourage applications from all sections of the community. Nano Nagle Place is an equal opportunities employer.

## Salary and Benefits

- €40,000 based on 4 days per week (€50,000 full time equivalent).
- Contributory pension of 4%.
- Opportunities for professional development.
- Bike to work scheme
- Employee Assistance Programme
- On-site, secure parking

## References

We will seek references from (and follow up with) two work-related referees.

## Working hours and environment

- 30 hours per week (37.5 hours full time equivalent)
- 22 days' holidays (28 days full time equivalent)
- You will be occasionally required to work weekends and evenings.
- Overtime is not paid but time in lieu can be agreed with the CEO.
- Occasional remote working may be agreed in advance with the CEO in line with the requirements of the role.

## Reporting to:

CEO

## How to Apply:

To apply, please send an up-to-date CV and brief cover letter to [clodaghodonovan@advancehr.ie](mailto:clodaghodonovan@advancehr.ie) (<mailto:clodaghodonovan@advancehr.ie>)

The closing date for applications is Friday, 28 March 2025.



### Region

Cork City

### Date Entered/Updated

14th Mar, 2025

### Expiry Date

28th Mar, 2025

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