

Society of Saint Vincent de Paul: Centre Manager - Croí na Gaillimhe Resource Centre **(<https://www.activelink.ie/node/114515>)**



Resource Centre Manager

Reference No: VA441

Location: Croí na Gaillimhe Resource Centre, 1 Mill Street, Co. Galway, H91 X37V

Duration: Permanent Full Time

Hours: 37.5 hours per week

Published: Wednesday, 19th March 2025

Closing Date: Tuesday, 1st April 2025

An exciting opportunity has arisen for an experienced Centre Manager to join our Croí na Gaillimhe Resource Centre. This role is part of the Society Children and Family Services Team. The Centre Manager will work closely with St James Conference to Plan, Develop, Coordinate and implement the Project work plan for the centre consistent with the aims of Croí na Gaillimhe and the Society of St Vincent De Paul. This is a great opportunity to join one of Ireland's largest voluntary organisations and make a difference in your community.

Why work with SVP?

SVP Benefits

All SVP Benefits are subject to the prevailing policy and associated length of service requirements

- 23 days annual leave for all staff; Additional day's leave at 5, 10, 15 & 20 years, with a cap of 27 annual leave days
- Pension: 5% employer and employee contribution with an option to increase to 7% on a matching basis
- 2 discretionary days (Good Friday & Christmas Eve)
- Group discount for Hospital Saturday Fund (HSF)
- Paid Sick Leave: Sick Pay following 13 weeks, with entitlement increasing with length of service (Subject to terms of policy)
- Education Support for job relevant courses (Subject to terms of policy)
- Paid Maternity & Paternity Leave (18 weeks full maternity leave pay for staff with more than 12 months service & 2 weeks full paternity leave pay for staff with more than 12 months service)
- Employee Assistance Programme
- Life Assurance – four times annual salary
- Life Appreciation Recognition: Additional one-off 5 days annual leave allocated in year that 25-, 30-, 35- & 40-years' service achieved, plus €250 voucher
- Christmas Voucher: €250 voucher for all staff (Subject to terms of policy)
- Retirement: Staff with 10+ years' service will receive a €250 voucher on retirement
- Hybrid/Flexible Working Available: SVP support and embrace Flexible Working, including working from home, in line with the SVP Flexible Working Policy (Where appropriate and subject to role requirements and policy)
- SVP Experience Day: Up to one discretionary day per year to experience a different aspect of the work of SVP (Subject to conditions)

The ideal candidate will possess the following:

- A third level qualification in relevant discipline is required for this role (e.g. Social Studies/Care, Community Studie, Community Education or related field) at Level 8 NFQ or Higher is essential.
- At least 3 years' experience working in a leadership/management role in an educational/training/community setting is essential.
- Experience in team leading or supervising staff and volunteers.
- Experience of dealing directly with the public in a support setting.
- Self-motivated with excellent team leading skills.
- Ability to oversee and support the work of volunteers.
- Excellent IT skills including knowledge of record keeping and databases.
- Have excellent communication, facilitation and relationship building skills.
- Excellent numerical skills and a working knowledge of budgeting management techniques.

ABOUT SVP:

SVP is a large, national, voluntary organisation with extensive experience of working with a diverse range of people who experience poverty and exclusion. Through its network of over 12,000 volunteers and 700 staff, it is strongly committed to working for social justice and advocates the creation of a more just and caring society. SVP employs people to support volunteers in a variety of settings including housing, community care, shops, administration and other specialist areas

How to Apply:

If you meet these requirements and have the desire to join one of Ireland's best known, trusted and respected not-for-profit organisations, please complete the online application www.svp.ie/careers (<http://www.svp.ie/careers>).

Appointment is subject to satisfactory references and Garda Vetting. Canvassing will not be accepted and may lead to disqualification. Due to the large volume of applications, we are not in the position to provide individual feedback to candidates who are not shortlisted.

SVP is an Equal Opportunities Employer

Region

Galway

Date Entered/Updated

19th Mar, 2025

Expiry Date

1st Apr, 2025

Attachment	Size
Job Description - Centre Manager.pdf	200.72 KB

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