

## **Cranmore Community Co-operative Society: Coordinator** **(<https://www.activelink.ie/node/114668>)**



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Cranmore,  
Sligo  
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### **Title: Coordinator**

**Position:** Full-time (35 hrs per week)

**Salary:** €47,760 per annum

**Contract for:** Does not have a defined expiry end date subject to continued funding

**Deadline for Application:** Email your CV and cover letter to [info@cranmore.ie](mailto:info@cranmore.ie) (mailto:info@cranmore.ie) by Thursday 3rd April 2025

**Interview Date:** Provisionally scheduled for Thursday 10th April 2025

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## **OVERALL AIMS OF POST**

To work in partnership with and under the direction of the Co-op's Voluntary Management Committee to follow through on priorities and agreed areas of work outlined in the Strategic Plan. In line with this Plan, the Coordinator will oversee the facilitation and development of all programmes and services. Working in conjunction with Management Committee and staff to source funding for new and existing programmes will be an ongoing part of the work to meet the demands and needs of the local community.

**Reporting Arrangements:** Report to Voluntary Management Committee

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Staff Management**

- Organising induction process for new staff and volunteers where appropriate.
- Fostering & developing overall positive team approach and atmosphere through the fostering of good communication
- Develop awareness between staff and volunteers of all the different programmes and services on new developments, as well as the values and vision of the organisation

### **Project Management**

- Further develop a culture of community participation, in particular the development of Social Enterprises
- Work with committee, staff and volunteers to develop and provide services to meet the needs of the community.
- Provide oversight and management for the cost effective and efficient running of Co-op premises

## **Administration Work**

- Responsible for financial management
- Ensuring monthly progress reports are completed for the Management Committee
- Dealing with correspondence
- Monthly reporting to finance subcommittee

## **Grant Applications and Organisation Development**

- To enable the organisation to cover the costs of initiatives, the coordinator will work closely with the committee, relevant staff, and agencies to submit grant applications to various Government departments and funding agencies.

## **Accountability and confidentiality**

- Maintaining absolute confidentiality at all times in relation to the work of the organisation
- Representing and reflecting the organisation in a positive manner in all dealings with the local community and other agencies.

## **PERSON SPECIFICATION**

### **SKILLS & ABILITIES**

#### ESSENTIAL

- Excellent communication (written and verbal) and interpersonal skills
- Ability to make decisions on own initiative
- Financial skills
- Computer skills
- Organisational, planning and prioritising skills
- Good time management
- Ability to complete funding applications and write reports
- Interpersonal and leadership skills with ability to motivate staff team
- Own transport and full, clean driver's license
- Ability to develop and maintain relationships

#### DESIRABLE

- Facilitation skills
- Business skills

### **EXPERIENCE & KNOWLEDGE**

#### ESSENTIAL

- At least two years' management experience including responsibility for staff
- Understanding of Community Development
- Understanding and knowledge of good governance in the charity sector
- Understanding of and knowledge of statutory and local development structures
- Experience in the development and compiling of funding applications

#### DESIRABLE

- Experience Working in the Community & Voluntary Sector
- Experience in Office Management
- Experience in asset management

### **EDUCATION & TRAINING**

#### ESSENTIAL

- Have a third level qualification in Community Development, Social Enterprise, or related field

## DESIRABLE

- Qualification in Accounts, PR, Human Resources,

## PERSONALITY & VALUES

### ESSENTIAL

- Non-judgemental
- Positive outlook
- Good social skills
- Respectful and patient
- Good listener
- Friendly and confident
- Ability to maintain confidentiality
- Honest and trustworthy
- Encouraging and empowering

### Region

Sligo

### Date Entered/Updated

26th Mar, 2025

### Expiry Date

3rd Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114668-cranmore-community-co-operative-society-coordinator>