

The North Mayo Heritage Centre: Manager **(<https://www.activelink.ie/node/114792>)**



The North Mayo Heritage Centre wishes to recruit a

Manager

North Mayo Heritage Centre is currently seeking a Manager. The Centre is located at Enniscoe, Castlehill, Ballina, Co. Mayo and comprises a Family History Research Unit, small museum, shop, organic garden, exhibition area, café and community hall and also delivers an annual Cultural and Training programme with courses and workshops throughout the year.

Duties of this post include;

- Managing the centre including liaison with Pobal to complete annual reporting
- Undertaking the day-to-day management of a dynamic organisation including line management of staff and volunteers
- Working and collaborating with external partners and stakeholders to develop new initiatives
- Organising and overseeing the services, activities and funding of the Centre
- Overseeing the financial management of the company with the Board of Directors
- Compiling Business Plans and funding applications on behalf of the Centre
- Any other duties assigned by the Directors from time to time in line with the work of the centre.

The ideal candidate will;

- Have 3 years experience in managing staff and providing leadership to individuals and teams
- Have experience of working in a community setting
- Have good financial management, IT and communication skills
- Be flexible and self-motivated
- Have good people and organisational skills

Salary (€35,000) is in line with and subject to continued funding from the Department of Rural and Community Development under the Community Services Programme. For full job specification please email nmhcrecruitment@gmail.com (<mailto:nmhcrecruitment@gmail.com>).

Applications should submit a covering letter with their CV by 5.00pm, Friday 25th April 2025 to nmhcrecruitment@gmail.com (<mailto:nmhcrecruitment@gmail.com>)



Region

Ballina, Co Mayo

Date Entered/Updated

31st Mar, 2025

Expiry Date
25th Apr, 2025

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