

## **Depaul: Deputy Manager - Augusta Lodge, Mayo** **(<https://www.activelink.ie/node/114923>)**



### **Deputy Manager - Augusta Lodge, Mayo**

**Permanent Contract - 35 Hours Per Week**

**Salary: €43,464.14 per annum**

#### **1. Role**

This role offers a fantastic opportunity to provide support to our organisation's central services in Mayo. Depaul is a values-led organisation working with a number of services throughout ROI and NI. This role will report directly to a Project Group Manager and will be responsible for overseeing the day-to-day local management of service delivery. This is an exciting opportunity to join a diverse team of talented individuals.

#### **2. Key Areas of Responsibility**

##### **GENERAL MANAGEMENT**

- The Deputy Manager will support the Manager in the efficient, effective management of the project. In conjunction with the Project Group Manager, you will be responsible for the day-to-day running of your project, providing care and support to the particular project's client group.

##### **STAFF**

- Responsible for provision of staff support, supervision and training and manage staff performance through probation, JARS and supervision

##### **SERVICE DELIVERY**

- To manage all service user processes (adequate key working, referral, resettlement etc.) through the team
- To manage the staff rota and ensure adequate cover for project

##### **OPERATIONAL MANAGEMENT**

- In conjunction with the LMT and the PGM ensure service policies and procedures are established and operating correctly and communicated to teams

##### **HEALTH AND SAFETY**

- Responsible together with the PGM and the LMT for ensuring the project operates as defined by the Health and Safety Statement.

##### **CONTRIBUTION TO BROADER ORGANISATIONAL OBJECTIVES**

- Contribute to broader organisational objectives through attendance at meetings, steering groups, representation as required by SST and contribute to the improvement of quality, training, SU involvement and other aspects of service quality as required

## **THE BUILDING**

- Responsible for overseeing building maintenance and that repairs are attended to and ensure health & safety standards relating to the building are managed

## **FINANCE**

- Be involved in financial planning for project, manage the project budget with LMT, prepare monthly payroll and ensure cash procedures are followed

## **FUNDRAISING & COMMUNICATIONS**

- Facilitate the requirements of F&C team and liaise with project staff as required.

## **VOLUNTEERS**

- Oversee the management and support of volunteers within the project

## **TEAM WORKING**

- Develop/manage an operational and well-functioning staff team and ensure team meetings & case conferences are undertaken, run/ participate in the planning and delivery of staff team days and review days as required (to be carried out in conjunction with the PGM)

## **ADMINISTRATION**

- Ensure accurate data management

## **ON CALL**

- Participate in on-call rota

## **GENERAL RESPONSIBILITIES**

- Ensure that all Depaul policies and procedures are being adhered to and to contribute to the effective implementation of the Depaul's Equal Opportunities Policy as it affects both Depaul and its work with this client group.
- To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the aims, values and ethos of Depaul.
- Undertake any other duties that may be required which are commensurate with this role.

## **3. Person Requirements**

### **EXPERIENCE**

- 2 years' experience working in the Homelessness/ Social Care field, in a direct access client support, or key working role.
- Social Studies / Case Management Accredited Qualification
- Experience of working with International Protection applicants and refugees is desirable

### **KNOWLEDGE, SKILLS AND ABILITIES**

- An understanding of the key issues relating to managing a residential setting.
- Ability to use initiative, apply sound decision-making skills, including the ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations.
- Ability to motivate staff in the provision of services to International protection applicants, as well as an ability to work closely with and support volunteer workers.

**<https://depaul.bamboohr.com/careers/227?source=aWQ9MTU%3D>**

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## WHY WORK FOR US?

Depaul is a cross border charity supporting some of the most marginalised individuals, couples and families experiencing homelessness. Our mission is to end homelessness and change the lives of those affected by it. Would you like to help us to meet our mission?

- We are a values led organisation and aim, at all times, to live and breathe these values in our everyday work. Our values are based on four key principles:
  - We celebrate the potential of people
  - We put our words into action
  - We aim to take a wider role in civil society
  - We believe in rights and responsibilities
- If you choose to work for Depaul we offer:

## Our Benefits

- Annual Leave Up to 3 years' service: 25 days per year
- 3 years' up to 5 years' service: 27 days per year
- Over 5 years' service: 30 working days per year (Exclusive of bank and statutory holidays)
- 10 public holidays each year with Good Friday as discretionary day.
- Day off and day pay for Christmas Day, St. Stephen's Day, and New Year's Day worked for shift workers.
- Non-Shift Workers: Paid day off on public holidays.
- Shift Workers: Expected to work on public holidays; receive an additional day of annual leave in lieu.
- Non-Rostered Employees: May be entitled to one-fifth of the normal weekly rate of remuneration for the public holiday.
- Pension Matched by the employer
- Health Assistance Each staff member gets access to a health cash plan so you can claim money back, up to set limits, on a number of treatments. This includes dental, optical, acupuncture and many more. Your children under 16 are also included on the plan.
- Life Assurance Four times salary
- Maternity /Adoptive Leave 18 weeks full pay
- Paternity Leave 2 weeks full pay
- Sick Leave Entitlement to sick pay starting from day 1 with level of entitlement increasing with length of service (subject to policy terms)
- Employee Assistance Program EAP is a confidential counselling service that provides support to company employees and their family. It is available 24/7, 365 days a year covering; Counselling, legal advice, financial information, career guidance, life coaching, mediation, health information, cancer support, autism support, infertility and pregnancy loss, elder care support, parent coaching and international employee support.
- Learning and Development Depaul's Vision, Mission and Values course, this involves travel to meet the Depaul International family.
- Emerging Leaders, supporting workers that would like to develop their leadership skills and to progress to a management role.
- Online learning resources within Depaul's award nominated online learning platform, Moodle. Mandatory training including, MAPA, Health and Safety,
- Child Protection, Fire Safety, and First Aid
- Hybrid/Flexible working DePaul support and embrace Flexible Working, including hybrid working and working from home, in line with the DePaul Working Policy (where appropriate and subject to role requirements and location)

**Region**  
Co Mayo

**Date Entered/Updated**

4th Apr, 2025

**Expiry Date**

25th Apr, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/114923-depaul-deputy-manager-augusta-lodge-mayo>