

Loughlinstown Community Rooms: Centre Manager **(<https://www.activelink.ie/node/115088>)**



Loughlinstown Community Rooms CLG
Rear of Loughlinstown Shopping Centre
Loughlinstown Drive
Loughlinstown
Co. Dublin
A96 RY11
Ph: 01-2720289 (tel:012720289)

Position of Centre Manager

The Community Centre Manager will be responsible for the overall management and daily operations of Loughlinstown Community Rooms. They will be the main point of contact for the Centre. In line with the Community Centres' Vision, Mission and Values the Manager will work to increase community collaboration and engagement by providing a safe, welcoming, diverse and inclusive Community Hub for all ages in Loughlinstown and the surrounding areas. The Centre provides rental spaces to local community groups and services and supports the provision of specialised youth work services for young people aged 10-24 years and providing direct programmes for young people. The Centre is Governed by a Board of Directors in collaboration with Dun Laoghaire Rathdown County Council and the Manager's position is funded by the Education and Training Board (ETB) UBU Your Place Your Space fund. The Centre operates with and supports staff who are employed under the Community Employment Scheme (CE) with the Manager Liaising with CE supervisors .

The Ideal Candidate

We are seeking to recruit a suitably qualified person to manage and develop our centre ensuring a quality provision for Community in the Loughlinstown area. The ideal candidate will be highly motivated, with a range of knowledge, skills and experience in a community and youth work setting. The person will have experience in securing funding, governance of community projects and an excellent awareness of community issues. The candidate will also have knowledge of the UBU funding scheme. An ability to work with a range of stakeholders, from statutory and voluntary agencies, staff, service/group member's, parents and young people is necessary.

Essential Criteria:

- Excellent interpersonal and communication skills
- Knowledge of UBU Your Place Your Space funding
- Excellent verbal and written skills
- At least 2 years' experience in a supervisory/management role
- A third level qualification in management /community youth work or related qualification is desirable
- Be highly motivated and demonstrate innovation in work practice
- Demonstrate the ability to work to deadlines
- Knowledge of accounts and computer skills
- The successful applicant will be subject to Garda Vetting and reference checks and will be required to complete Child Protection Training

Location: Rear of Loughlinstown Shopping Centre, Loughlinstown Drive, Loughlinstown, Dublin, A96 RY11

Salary: €44,816.72 per annum {subject to funding} commencing on point one of a four-point scale.

Hours per week: 35 per week {To include a minimum of 2 evenings and weekends where necessary}

**Please send a CV and cover letter via email to secretatrylcrooms@gmail.com
(<mailto:secretatrylcrooms@gmail.com>)**

No later than 4pm on Friday 2nd May 2025

Interviews provisionally scheduled to be held on 7th & 8Th May 2025

Region

Loughlinstown, Co Dublin

Date Entered/Updated

14th Apr, 2025

Expiry Date

2nd May, 2025

Attachment

Size

[Loughlinstown - Job description April
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