**Job Description for Loughlinstown Community Rooms Centre Manager.**

**Title:** Centre Manager

**Report to:** Chairperson/designated member of the Board of Directors

**PROFESSIONAL QUALIFICATIONS, EXPERIENCE**

**The successful candidate should have:**

* Excellent staff supervisory/management experience.
* Competency in financial and administrative duties.
* Practical experience in Community Development and Youth Work delivery.
* Confident in organising meetings and events.
* IT literate with experience of accounts packages and Microsoft Office.
* Good verbal and written communication skills, including a friendly and welcoming manner.
* Problem-solving skills.
* A Positive leader who brings people with them.
* Capable of working on own initiative.
* A highly motivated team player.
* Must be eligible to work in Ireland.

**REQUIREMENTS**

* A minimum of two years’ experience in a supervisory/management role.
* Previous experience of working with voluntary or community groups.
* A third level qualification in a relevant field is desirable.

**WORKING CONDITIONS**

**Grade:** Centre Manager

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

**Probationary Period:** The probationary period will be nine months.

**Annual Leave:** 21 Days

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

**PRIMARY DUTIES**

Tasks will include but not limited to:

**Staff Management:**

* To co-ordinate, supervise, support, direct and motive all Community Centre Staff under your remit.
* Liaise with the CE Supervisor in relation to CE staff duties and rostering.
* To hold regular team meetings and staff support meetings.
* To maintain an open and supportive team-based environment for all staff.
* To manage, direct and allocate duties for staff and CE staff.
* To oversee time management of staff/CE staff and keep accurate records of same.
* To provide induction to all new staff/CE staff.
* To assist in the processes of recruiting effective and appropriate staff/CE Staff.
* To provide internal individual supervision and effective management.
* To effectively facilitate staff/CE training, as and when required.

**Finance & Administration**

* Manage budgets in conjunction with the Board of Directors and Finance Committee.
* To adhere to financial regulations assigned to individual funding/grant streams and report accordingly.
* To liaise with funders/Grant Providers in a responsive and timely manner.
* To apply for relevant grants and funding for the Centre’s to ensure financial sustainability of the Centre and expand on the current range of services.
* To support the keeping of up to date and financial accounts and sit on the Finance Sub Committee.
* To monitor and evaluate all projects within the Centre as required.
* To keep records and information on all accounts and budgetary aspects of all initiatives and projects within the remit of the service
* Produce reports, letters and other documentation as required
* Respond to initial enquiries including showing potential hires for the centre around, ansewer the phone, reply to emails.

**Premises**

* Ensure effective maintenance of the building – including maintenance programmes, ensuring the supervision of contractors and others regarding work in the building in line with the safe system of work
* Manage and maintain an up-to-date pre planned maintenance schedule
* To oversee the management of the Community Rooms in such a way as its use is maximised and all people within the premises including staff/learners, service users and agencies can work within a safe, clean, and comfortable environment.
* Ensure Health and Safety guidelines are fully implemented, reviewed and updated.
* To ensure it is a safe and welcoming space for all its users, displaying the child safeguarding statement as per Children’s first guidelines
* To create a community-based ethos within these premises to allow for ease of use by the community in which they act.

**Programmes**

* To co-ordinate and manage the services and activities provided by the Loughlinstown Community Rooms.
* To develop and run appropriate youth programs in collaboration with DDLETB and the Youth Sub Committee to meet identified needs.
* To be aware and competent in best practice particularly in community and youth development.
* To ensure all Child Safeguarding policies and practices are implemented, reviewed and updated.
* To initiate and guide a collaborative approach to working with groups/individuals by liaising with other agencies in providing a co-ordinated approach in partnership with these agencies.
* To keep records of all activities and to provide reports for reviews when necessary.

**Community**

* Develop close working relationships with key stakeholders including but not limited to: DLRCC Community/Art/Sports sections, DDLETB, local development services/groups, Crosscare, Community Garda, local community groups and organisations.
* Develop a relationship with the local community based on openness and trust.
* Ensure that there is a suitable healthy environment for everyone using the Centre.
* Promote diversity and inclusion, to include the local community, and members of all minority ethnic groups.
* Promote local community involvement, support local people identify their needs and to assist in developing programmes to meet those needs on an on – going basis.

**Evaluation**

* To keep records, accounts, and information on all aspects of the project.
* To provide relevant quarterly information when requested by the DDLETB/other funders.
* To monitor and evaluate all projects within the Centre as requested by the Board of Directors and/or the Centre funding agencies.

**Board of Management**

* To support the Board to fulfil its functions and work to a level of expected governance under the good governance code.
* To attend and report to the board meetings in relation to operations and finance as required.
* To provide regular written updates on all aspects of the centre / project, its developments and programme delivery details, as required.
* To ensure that all requirements regarding relevant legislation and best practice are fulfilled with the assistance of the Board.
* Implement and follow all policies and procedures in place and review as necessary.

**Confidentiality**

* In the course of their duties the Centre Manager and staff will have access to information concerning individuals and families using the Rooms services. All such information will be treated in a strictly confidential way. The Service Manager will be responsible for the safe keeping of confidential information in such a way as to prevent unauthorised access to this information.

**This job description is not intended to be an exhaustive list of duties and responsibilities may be reviewed from time to time to reflect the needs of the service. Flexibility will be required in this role.**