

## Job Opportunity

### Centre Manager - Rowlagh Community Centre

South Dublin County Partnership in collaboration with Rowlagh Community Centre is seeking applications for the position of Centre Manager – Rowlagh Community Centre,

**About the position:** Permanent (subject to funding). 6 Months - probation will apply - 39-hour week - Salary €37k to €40k (depending on experience).

#### About Rowlagh Community Centre:

The Rowlagh Community Centre located in North Clondalkin was developed from the dedication and commitment of the local community, who in-turn collaborated with South Dublin County Council to establish the Centre. The values, supports and programmes offered by the community Centre are embedded in the practice of community development and the vision is one of unity and collaboration with community and key stakeholders in the area.

At Rowlagh Community Centre, we are passionate about providing a wide range of activities accessible to all within the local community and we want to encourage members of the local community to be socially active in a safe and friendly environment.

A new 5-year strategic plan has been recently launched for the Centre and a Board of Directors is currently being put in place and we are now currently recruiting for a Centre manager to manage the overall day to day operation as well as drive future growth and the development of a sustainable Centre management operating model in collaboration with the Board of Directors and other relevant stakeholders.

South Dublin County Partnership agreed with South Dublin County Council to take on the operational responsibility for Rowlagh Community Centre on a temporary basis in April 2020, with a staff member from SDC Partnership seconded to the role of Centre Manager.

This agreement will end in 2024 when a new Board of Management is in place at the Centre. It is planned that the successful applicant will report to the Board of Directors of Rowlagh Community Centre, but it should be noted that on a short-term basis upon appointment to the role, the Centre Manager may be employed by SDC Partnership who will also provide practical support with the handover of day-to-day operations.

#### Overview of Role:

The Manager will be responsible for the overall management of day-to-day operations within this community facility. The Manager will lead a staff team and be responsible for driving the Centre's activities, increasing revenues, securing new funding lines, managing an agreed annual expenditure budget, maintaining a positive monthly cash flow, and identifying and progressing future development opportunities for the Centre.

#### Main duties:

- Act as the main point of contact for the Community Centre and oversee day to day operations.
- Ensure a clean and well-maintained working environment and a high standard of satisfaction is achieved by those who use the Centre facilities.

#### Directors

- Promote local community involvement, identify local needs, and assist in developing programmes within the Centre to meet those needs on an ongoing basis.
- Design, develop and initiate new projects and Centre activities in consultation with the Board of Directors.
- Market and actively promote the Centre to increase its visibility and raise awareness of Centre activities within the local community.
- Proactively manage room rental income and ensure maximum uptake of the Centre's rental space.
- Implement processes for managing enquiries for bookings/room hire and review on a regular basis.
- Ensure contractual agreements with tenants of the Centre are in place and kept up to date.
- Ensure all requisite legislation and guidelines are fully complied with including employment, health and safety, safeguarding, and data protection.
- Supervise, support, lead staff and volunteers including a team of Tus, Jobs Initiative and CE placement staff based at the Centre while liaising with their supervisors.
- Be responsible for weekly staffing rosters and managing day to day centre resources ensuring contingency is in place to cover weekend shifts as required, annual leave, periods of absence etc.
- Ensure the supervision of contractors on work carried out in the facility.
- Produce monthly management reports and any other documentation as directed by the Board of Directors.
- Prepare funder reports, financial returns and write funding applications as required by the Board of Directors and funding agencies.
- Develop positive working relationships with all relevant statutory and voluntary agencies as well as local community networks.
- In consultation with the Board of Directors, review and update centre's policies, and procedures on a regular basis and maintain a log of all such updates.
- Closely monitor the Centre's income, expenditure, and cash flow monthly in consultation with the Board of Directors.
- As required liaise with the appointed company accountant/auditor.
- Maintain confidentiality on all matters relating to centre's clients and business conducted within the centre.
- Participate in relevant training programmes and identify the training needs of staff.
- Attend and participate in external meetings as deemed appropriate by the Centre's Board of Directors
- Perform other appropriate duties as required by The Board of Directors

## Person Requirements for the role:

### Skills and Experience:

- Evidence of operations management experience and a successful track record delivering a quality service.
- Management of service delivery to the public would be advantageous.
- Strong leadership and people management skills with the ability to build a positive culture and motivate staff and volunteers.



Tackling poverty  
and social exclusion

SDC South Dublin County Partnership  
CLG. is registered under Company  
Reg No. 520670. CHY20825 / 20082949

#### Directors

Padraig Rehill  
Lynn Broderick  
John Curran  
Mary Doyle  
Betty Tyrrell Collard  
Mick Duff  
Leon Diop

Sinead Mahon  
Emma Murphy  
Charlie O'Connor  
Guss O'Connell  
Baby Pereppadan  
Joe Rynn

Company Secretary: Tricia Nolan

- Excellent organizational, planning and reporting skills with the ability to manage projects, processes, as well as the building facility effectively and successfully.
- Experience overseeing and managing budgets and finances.
- Good business acumen with the drive and vision to develop sustainable income streams for the centre.
- Strong communication skills as you will be liaising with a broad range of stakeholders including Centre staff, volunteers, Centre tenants, the Board of Directors, local networks and agencies, and the public.
- Some knowledge of local community resources, services, and networks in the North Clondalkin area.
- Good understanding of relevant statutory policies and regulatory requirements as they apply to the Centre.
- Hold a relevant 3<sup>rd</sup> level qualification and/or experience in a similar role.

#### Personal Attributes:

- Practical and pragmatic.
- Highly motivated.
- Flexible and adaptable.
- Committed to quality.
- Resourceful, with an ability to work on own initiative and apply effective problem-solving techniques.
- Have a high level of resilience and commitment.
- Be able to work collaboratively with a variety of stakeholders.
- Understand the importance of inclusivity and supporting local need.

#### Application Process

##### By Post

Applicants should pay particular attention to the job role and person specification and outline your suitability and why you are the best candidate for this post.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and Cover letter accompanied with completed confidential form marked:

**Centre Manager – Rowlagh Community Centre Ref 122/2024**

to:

Administration & Operation Department,  
South Dublin County Partnership,  
Unit D1,  
Nangor Road Business Park,  
Nangor Road, Dublin 12.

**OR alternatively email your application to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked Centre Manager – Rowlagh Community Centre Ref 122/2024**

The closing date for receipt of applications is **5pm Friday 2 February 2024**

*Late applications cannot be considered.*

*No individual correspondence will be entered into.*

***South Dublin County Partnership is an Equal Opportunity Employer.***



Tackling poverty  
and social exclusion

SDC South Dublin County Partnership  
CLG. is registered under Company  
Reg No. 520670. CHY20825 / 20082949

##### Directors

Padraig Rehill  
Lynn Broderick  
John Curran  
Mary Doyle  
Betty Tyrrell Collard  
Mick Duff  
Leon Diop

Sinead Mahon  
Emma Murphy  
Charlie O'Connor  
Guss O'Connell  
Baby Pereppadan  
Joe Rynn

Company Secretary: Tricia Nolan