

Bayside Community Centre Manager Job Description

Position: Manager (On-site)

Type: Part-time, 21 hours per week (hours may be flexible to suit both the candidate and the organisation, evenings or weekends may be required)

Salary: €46,666 full-time equivalent (€25,128 for part-time)

Application Process

- Send CVs to: bccmanagerrole@gmail.com
- Closing date: 15th June, 2024

About Bayside Community Centre

The Bayside Community Centre has been serving families and individuals in the Bayside area since 1984. It offers a welcoming environment and accommodates nearly 40 clubs and groups for various events and activities. The Centre operates from 9 a.m. to 9 p.m., seven days a week, providing a vibrant space for community engagement. It features a large hall, stage area, smaller social area, and offices. The Centre employs a full-time Caretaker and a part-time Support Person, supplemented by individuals on employment schemes. The Centre holds Charitable Status and is governed by the Board of Directors (volunteers), and it receives funding from Pobal and Fingal County Council.

Role of the Centre Manager

This role is ideal for an energetic, enthusiastic, and entrepreneurial individual. The part-time Manager will oversee daily operations and administrative tasks, including staff management. Reporting to the Chair of the Board of Directors, the Manager will support the Board by managing finances, ensuring company accountability, and leading compliance efforts for the company limited by guarantee (CLG).

Key Responsibilities

1. Administrative and Operational Oversight

- Maintain the building and external surroundings according to regulations and best practices.
- Ensure hygiene, aesthetics, and sustainability practices.
- Foster strong relationships with renting clients, emphasizing excellent customer service.
- Provide a healthy, safe, and supportive environment for staff, clients, participants, and visitors.
- Efficiently manage the booking system.

2. Financial Management and Income Generation

- Balance budgets and report regularly to the Board.
- Ensure sufficient annual income.
- Write grant applications and develop funding initiatives.
- Organize community events and fundraisers.
- Liaise with the external auditor and organize the AGM.
- Work with the bookkeeper to ensure accurate financial transactions.

3. Support for Board of Directors

- Ensure compliance with the Charities Regulator's Code of Governance and other relevant legislation.
- Organize and attend Board and sub-committee meetings.
- Draft and distribute agendas and minutes.
- Conduct research, development, evaluation, and strategic planning.

- Implement the Strategic Plan.
- 4. **Communications Management**
 - Write clear, concise briefings and reports.
 - Develop a two-way communications strategy.
 - Maintain an up-to-date website and utilize social media.
 - Organize focus groups, town-halls, and other community engagement activities.
 - Market and promote the Centre's activities.
- 5. **IT Development**
 - Develop and implement an IT plan, including online booking systems and other technological innovations.
- 6. **Collaboration**
 - Seek opportunities for collaboration with like-minded organizations.
- 7. **Other Duties**
 - Undertake additional tasks as requested by the Board.

Skills & Experience Required

Management

- Significant experience in managing a Community Centre or similar environment.
- Experience in managing and supporting staff and volunteers.
- Understanding and commitment to community development values.
- Ability to engage with marginalized community members.
- Knowledge of HR management.

Financial Management

- Proficient in financial accounting.
- Experience in preparing budgets, estimating annual income and expenditure, and monthly financial reporting.
- Experience in accounting software such as Xero or Sage is desirable but not required.

Income Generation

- Skilled in promoting and marketing spaces.
- Experienced in writing successful grant applications.
- Capable of organizing fundraising events and exploring new income streams.

Governance & Legal

- Strong knowledge of governance, legal, and regulatory requirements for CLGs.
- Experienced in strategic planning and evaluation.
- Detail-oriented with excellent documentation retrieval skills.

IT Skills

- Highly proficient in office computer skills: MS Excel/Word/Powerpoint, as well as email platforms.

Communications

- Excellent report writing and grant application writing skills.
- Experience in website development and social media promotion.
- Skilled in organizing and conducting research, surveys, and community events.

Personal Attributes

- Excellent interpersonal skills for stakeholder engagement.
- Strong written and verbal communication skills.
- Leadership skills to motivate a diverse team.
- Organized, with a good memory and problem-solving ability.
- Ethical decision-making, outgoing personality, and enjoyment in working with diverse groups.