

# General Manager

<b>Organisation</b>	Galway Community Circus (GCC)
<b>Location</b>	St Joseph's Community Centre, Ashe Road, Galway, H91 A4VW Remote working is not available for this role
<b>Hours</b>	Full Time 9.00am - 5.00pm, Monday - Friday. Some weekend and evening work may be required. A job share arrangement could be considered.
<b>Line manager to</b>	Company Administrator, European Solidarity Corps Administrative Volunteer
<b>Salary</b>	€39,500 per annum
<b>Closing Date</b>	Sunday, 29th September, 2024
<b>Interviews</b>	Tuesday, 8 <sup>th</sup> October, 2024
<b>Job Starts</b>	Monday, 11 <sup>th</sup> November, 2024
<b>Application Process</b>	To apply for this position, please send your CV and a cover letter outlining your relevant experience and why you are interested in this role to <a href="mailto:admin@hrconnections.ie">admin@hrconnections.ie</a> with 'General Manager' in the subject line.

## About Us

Galway Community Circus (GCC) is Ireland's flagship for youth and social circus, located in the heart of Galway City. Our mission is to foster the growth of youth circus in Ireland and internationally through our dynamic circus school. Our vision is a future in which play, care and creativity are nurtured through circus education accessible to every child in Ireland. We provide access to high-quality subsidised circus arts education through our circus school offering youth and adult programmes for over 600 weekly students as well as professional training and community programmes in partnership with those who have specific social or developmental needs. We provide artist supports, training and mentoring and lead the development of youth circus in Ireland through our academic, national and international partnerships.

## About the Role

The General Manager at Galway Community Circus will oversee governance, HR, operations, and administration for the organisation, ensuring compliance with relevant laws and maintaining best practices across all departments. Strong organisational and leadership skills are essential.

## Key Responsibilities

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### Human Resources and Staff Management

In this role, the General Manager primarily focuses on oversight and coordination, ensuring that HR operations run efficiently while delegating technical and administrative tasks to an external HR company. Key responsibilities include:

- Overseeing recruitment, onboarding and training of new staff
- Ensuring compliance with Garda vetting requirements and overseeing vetting process
- Maintaining HR files and monitoring staff training
- Liaison with the HR company to ensure systems, policies, and procedures are up to date and compliant. Review and compile HR reports as needed
- Assume the role of one of two Designated Safeguarding Leads
- Manage the Employee Assistance Programme and coordinate with the provider as necessary

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### Governance

The General Manager will play a key role in the governance of the organisation, supporting the Executive Director and the Board to ensure compliance. Key responsibilities include:

- Acting as the Company Secretary; schedule and attend all board meetings in that capacity
- Managing correspondence and ensure compliance with all relevant statutory agencies including the Charities Regulator, Revenue Commissions, Company Registrations Office, etc.
- Developing and ensuring implementation of company policies and procedures across the organisation, ensuring that governance standards are maintained and best practice is used at all times
- Maintaining the Risk Register and supporting GCC's Executive Director with risk management plans and in preparing reports and information for the Board of Directors
- Ensuring insurance provision and compliance

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### Operations

Responsible for the day-to-day operations with overall responsibility for office systems and resources. Key responsibilities include:

- Management and oversight of the relationship with the Management Committee of St Joseph's Community Centre and other centre users
- Management of venue, storage and equipment maintenance with support from centre staff and lead trainers
- Monitoring of external providers contracts and utility services
- Act as venue manager for occasional public events, eg youth circus performances
- Health and Safety
  - Ensure compliance with health and safety regulations
  - Monitor safety protocols, including emergency procedures

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## Administration

- Oversee administrative functioning of the circus school across three venues including registration processes, membership support and communications, supported by the part-time Receptionist and the Company Administrator
- Oversee maintenance of company document and filing systems

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## Financial

- Ensure organisation's financial policies are adhered to and continuously improved upon
- Oversee core operational budgets
- Work with the senior management team and Board on long-term sustainable financial planning

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## Data Management and Evaluation

- Lead on data collection and management, maintaining company's mailing lists and databases
- Support evaluation processes across the company
- Contribute data required for bid writing and reporting

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## European Solidarity Corps (ESC) Supervision

- Supervise the ESC administrator role in line with Erasmus+ guidelines
- Plan, implement and evaluate the ESC programme
- Manage ESC budget with the support of the accounts administrator
- Manage the rental contract and maintenance of the house for the European Solidarity Corps volunteers

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# Skills and Qualifications

## Essential

- Highly organised, methodical and capable of managing multiple tasks
- Strong leadership, communication and Interpersonal skills
- Experience in a managerial role and with financial administration
- Proficiency in budgeting, financial planning, and managing financial operations to ensure sustainability and profitability
- Ability to manage and collaborate with a diverse team, promoting inclusion and respect within a multicultural environment

## Desirable

- Experience of working with a voluntary board
- Experience with Erasmus plus ESC scheme and Garda vetting procedures
- A working knowledge of current employment and company law

- Knowledge of EDI principles and governance best practices
- Understanding of legal and regulatory requirements, especially of working in sectors like non-profits or charities
- Familiarity with the arts, community, or circus sectors, with an understanding of the unique operational needs of such organisations
- Experience working within a non-profit or charity setting, particularly one that serves diverse communities or focuses on youth development
- Familiarity with software such as QuickBooks, Salesforce CRM's and Microsoft Teams

**You must be legally authorised to work in Ireland to accept this role.** Galway Community Circus cannot provide VISAs. Galway Community Circus is an equal opportunities employer, and it does not discriminate based on gender, ethnicity, sexual orientation, religion, civil or family status, age, disability or race. We specifically welcome applications from people from diverse backgrounds.