



The
North Mayo
Heritage
Centre

Job Title: Manager of North Mayo Heritage Centre
Funding: Pobal Funded Community Services Programme (CSP)
Salary : €35,000
Reporting To: The Board of North Mayo Family Heritage Centre
Location: Enniscoe, Castlehill, Ballina, Co. Mayo, F26 FR94
Ref: MGR-082024

ROLE:

Mayo North Family Heritage Centre CLG is currently seeking a Manager for the North Mayo Heritage Centre. The Centre is a registered charity and not-for-profit social enterprise and operates under the Community Services Programme, with funding from Pobal, located at Enniscoe, Castlehill, Ballina, Co. Mayo.

The Centre comprises a Family History Research Unit, a small Museum, exhibition space, shop, Conference Centre/Community Hall, café, office spaces and Organic Garden. The Centre also provides an annual programme of events with training courses and workshops throughout the year.

The role is based on a 37.5 hours per week. Salary is in line with and subject to continued funding from the Department of Rural and Community Development under the Community Services Programme.

JOB DESCRIPTION:

Manager and Financial Administrator

The Manager is responsible for planning and overseeing the operations of the Heritage Centre and is responsible for the preparation and maintenance of business accounts and the daily operations of the Heritage Centre. This is a diverse and dynamic role within a well-established heritage organization working in genealogical research, community engagement, education and supporting rural jobs.

The Manager is responsible for:

- Managing the work of the POBAL-funded Community Services programme, including liaison with Pobal to complete annual reporting, and updating annual monitoring forms online. Also includes updating the Business Plan to ensure continuation of the Pobal Grant.
- Planning and maintaining work systems, procedures, and policies that encourage the optimum performance of all employees and other resources within the business.
- Working with the well-established team on the promotion, marketing and development of new initiatives
- Developing business plans to ensure the successful delivery of services across all departments and generation of revenues to support the future growth and development of the Centre.
- Collaborating and developing links with local groups and agencies to promote social and economic development as part of the social enterprise ethos and charitable status of the Centre.

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- Collaborating with local community groups, schools and individuals to deliver diverse and engaging community outreach, social and cultural events, and training programmes.
- Being the point of contact for the daily operation of the Centre, which may include working outside normal office hours, for example for evening meetings or weekend events.
- Monitoring and overseeing all financial transactions, for the Heritage Centre, including the Family History Unit, shop and Organic Garden. Payments are made through online banking ensuring staff and suppliers are paid promptly
- Liaising with the café operator and tenants of office/workshop spaces on a regular basis.
- Ensuring the Centre is making the correct Revenue Returns each year. This includes working with the office administration staff in the preparation of the Centre's accounts for annual audit by our own accountant, as well as filing VAT Returns, P30 Returns, P35 Returns and filing using the ROS Service.
- Implementing and maintaining fiscally responsible policies. Review policies and update as necessary. Bring issues and changes relating to policies to the attention of the board.
- Prepare financial reports for board meetings. Report to board on finances of the different departments within the Centre.

The Manager is responsible for ensuring staff are provided with key framework and resources that allow them to complete their daily work. This includes:

- Managing and providing leadership to a team of up to 9 part-time and full-time staff employed by the North Mayo Heritage Centre. Reviewing existing staff rota and ensuring that time-keeping records, and holiday records, are kept up to date.
- Supporting a well-established team and supporting good staff performances by communicating job expectations and involvement in project planning. Hold staff meetings on a regular basis.
- Supervising the Health and Safety of all employees and visitors.
- Preparing and distributing the Staff Contracts and updating Employee Handbook as required.
- Making sure that as far as possible staff needs are being met, that they are treated fairly and respectfully in the workplace, and that they are encouraged to work together as a team.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and established networks. Liaise with the supervisors of the Rural Social Scheme, TUS, and other bodies.

The ideal candidate will:

- Have some experience in managing staff and providing leadership to individuals and teams
- Have some experience in financial administration and management
- Have an interest in heritage and with demonstrable experience in this field
- Have experience working with a system of governance, for example working with a Board or in a similar setting
- Have a minimum of 3 years' experience of working in a community setting
- Be flexible and self-motivated with good collaborative team-working skills

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- Have a good record keeping skills
- Have good interpersonal and communication skills
- Have good IT knowledge, including Microsoft programmes such as Word and Excel
- Have experience of applying for grants or be willing to learn
- Have good problem solving and decision-making skills

Application closing date: Applications should be made by sending a CV and Cover Letter setting out your qualifications for the role by **5pm on Friday 27th September 2024** to nmhcrecruitment@gmail.com. Please use "NMHC Manager Job" in the subject line of your email.

Alternatively, you can send your application by post for the attention of NMHC Board, to North Mayo Heritage Centre, Enniscoie, Castlehill, Ballina, Co. Mayo, F26 FR94.

Interviews are likely to be scheduled for the week commencing 7th October.