



JOB VACANCY

Employer: Shannow Family Resource Centre

Position: Manager (Full-Time)

Location: Abbeydorney, Co. Kerry

Shannow Family Resource Centre provides a wide range of services, supports, programmes and activities that are focused on building social connection and promoting and protecting the health, wellbeing, safety, education and economic opportunity for all individuals and families in our catchment area. Some of the services and activities in the centre are family support; counselling; adult education and activities; children's camps and activities; and parenting programmes.

The Manager will be responsible for the daily operations of Shannow Family Resource Centre. They will lead a team of staff and volunteers, ensuring adherence to policies and principles of the centre. The Manager will foster the growth of the centre and deliver on action plans and service level agreements approved by the Board of Management.

The ideal candidate will have:

- Minimum of 3 years experience in a senior or management role coordinating a family support, community development or similar project in the community and voluntary sector.
- A relevant third level qualification - minimum Level 7 or equivalent.
- Commitment to and understanding of family support / community development values and principles.
- Experience of providing information and support to individuals and groups.
- Familiarity with Children First: National Guidance for the Protection and Welfare of Children and TUSLA Meitheal National Practice Model.
- Experience of managing, supporting and supervising staff.
- Experience of implementing a governance framework informed by best practice and up to date knowledge of the charities governance code.
- Experience of working collaboratively at an inter-agency level.
- Strong organisational skills, time management, administrative and report writing skills.
- Excellent interpersonal communication, group facilitation and staff management skills with the ability to engage with people from a range of target groups.
- Experience of working in partnership with statutory and voluntary organisations to achieve community benefit.
- Financial management and budgeting experience.
- Experience sourcing funding and managing grant and statutory funding preferred.
- A full clean driving license and access to a car.

Key Areas of Work

General

- To undertake your work in a manner that is friendly, flexible and professional.
- Play a lead role in the planning, implementing, reviewing, and evaluating the work of the Centre and in conjunction with the Voluntary Board of Management develop projects, programmes and services to address the identified needs of families and our community

Service Implementation

- Oversee day-to-day management of the centre, facility management, maintenance and development of the building that has been requested by the Board of Management.
- Promote best practice in family support and oversee the family support service. Contribute to Tusla's area-based approach to prevention, partnership and family support.
- Participate as required in national practice models, including Meitheal, to ensure that the needs and strengths of children and their families are effectively identified, understood and responded to in a timely way.
- Oversee the provision of the Counselling service in the centre.
- Oversee and support the rolling out of evidence based parenting programmes and support the development of new parenting programmes and services that are in response to community needs.
- Oversee and develop education, programmes and activities in the centre for both adults and children that promote education, health, and wellbeing.
- Work closely with local and key referral agencies for the best outcomes for families.
- Ensure best practice in line with relevant legislation.
- Ensure that a child protection policy, with associated procedures, is implemented and act as the Designated Liaison Person for the Centre

People Management

- Support and supervise core funded and non-core funded staff, volunteers, and workers on work placement programmes and promote a team ethos within the Centre.
- Maintain all staff and volunteer records.
- Develop and build the staff team.
- Responsible for human resource management including recruitment and performance management.
- Identify training needs and organise training for staff and volunteers.

Networking and Communication

- Liaise and network with relevant local, regional and national voluntary, community and statutory agencies/organisations including the Family Resource Centre Regional and National Forum.
- Initiate, develop and maintain collaborative relationships with key agencies and funders.
- Represent Shannow FRC on relevant committees.
- Responsible for oversight of social media and communication with media.

Compliance and Reporting

- Ensure compliance with all funder's contractual obligations and compliance with all procedures required by Tusla and other funders.
- Develop, implement, and review policies, processes and systems in areas such as Charities Regulator Governance Code, employment, volunteer management, risk management, health and safety, complaints, data protection, child safety statement and other required policies and procedures.
- Ensure a good flow of timely and relevant information to the Chairperson and the Board.
- Produce Service Level Agreements, Annual Reports and reports required by funders and Board of Management.
- Ensure that the work of the centre is regularly planned, reviewed, evaluated, and all required data is tracked and entered into data management system.
- Maintain and update all required records.
- Document the work of the Shannow FRC on an on-going basis, prepare regular work / progress reports for the Voluntary Board of Management and Funders.

Financial

- Ensure the implementation of the centre's financial policies and procedures.
- Oversee the financial management of the Centre with the Board of Management.
- Oversee the maintenance of all financial records.
- Ensure all reporting structures and legislation are adhered to.
- Identify funding sources, make applications and liaise with funding agencies.
- Promote the financial sustainability of the Centre.

Other

- Participate in relevant training and professional development.
- Promote a positive profile of the Centre and its work.

- In conjunction with the Board of Management and staff, ensure the centre is safe and welcoming for staff, members of the community and our stakeholders.
- Complete any other tasks required that are in line with Shannow Family Resource Centre's Strategic Plan and annual work plan.
- Carry out other relevant duties and responsibilities as requested by the Board of Management.

*The above indicates the main functions and responsibilities of the post and is subject to review and adjustment in light of changed circumstances and may include other duties and responsibilities as determined from time to time by the Board of Management.

Terms and Conditions

- The post will be full time – 35 hours per week.
- The usual hours of work will be Monday to Friday 9:30 – 5:30, excluding lunch. The Manager will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.
- The contract will be permanent subject to continued funding by Tusla—Child and Family Agency.
- Place of work is Shannow FRC, The Cloisters, Abbeydorney, Co. Kerry
- A six-month probation period will apply.

Accountability

The Manager will report and be responsible to the Voluntary Board of Management.

Salary

The salary will be commensurate with qualifications and experience.

Confidentiality

The Manager will be expected to observe confidentiality at all times in relation to the business of Shannow Family Resource Centre.

Holidays

Twenty-five days per annum plus public holidays.

Garda Vetting

Garda vetting is required. International vetting is required for any person who has lived outside of Ireland for more than six consecutive months.

The position is subject to the completion of a satisfactory Garda Vetting process.

TO APPLY:

Please submit your CV and cover letter highlighting your relevant experience to shannowrecruitment@gmail.com

Closing date and time for receipt of applications is 5:30 pm, Monday 2nd of December 2024. Short listing will apply.

Interviews will be scheduled for the week of December 9th, 2024.

Satisfactory references and evidence of qualifications will be required.

Canvassing will disqualify. This project is an equal opportunities employer.