**Manager**

***‘Bundoran Community Development CLG’***

**(Community Services Programme)**



**Job Description**

**Job Title: Manager (Community Services Programme)**

**Location/base: Bundoran Community Centre**

**Contract Duration: Fixed Term**

**Starting Salary: €35,000 p.a. (Pro rata)**

**Employer:** **Bundoran Community Development CLG**

**Reporting to: Trustees (Board)**

**About ‘Bundoran Community Centre’**

**Bundoran Community Centre** trading as **Bundoran Community Development CLG** is a multi-purpose community centre located on Main Street, Bundoran, Co. Donegal and is at the heart of all aspects of social, cultural and community life in Bundoran.

The Trustees of ‘Bundoran Community Development CLG’ (the Board of Directors) is committed to maximising the usage of the facility for the benefit of the local community and people visiting the popular seaside town. The community centre provides access to a broad range of shared usage community development facilities, activities, events, programmes and services. The Board is seeking to appoint a Manager to support our ongoing development plans at the centre. This role will be funded under the Community Services Programme (CSP).

The Manager will support the Trustees (Board) with the implementation of a new Business Plan which is intended to further transform the centre and maximise the public benefit of this great community asset. The Manager will support the committee with ongoing community development in the Bundoran are in the years ahead.

**Manager – Community Services Programme**

**Purpose of the Job, Key Tasks and Areas of Responsibility**

Reporting to the Board (Trustees) of ‘Bundoran Community Centre,’ the duties of the Manager will include but will not be limited to:

* Developing Bundoran Community Centre as a community asset that is intended to benefit both the local community and visitors to the popular seaside town.
* Network & collaborate with other Social Enterprises, Funders and Support Groups to develop and improve services for the Bundoran Community Centre and the local community.
* Increasing usage of the community facility, user numbers, user groups, visitor numbers and footfall through multi-channel customer engagement sales and marketing activities.
* Managing the day to day running of the facility, coordinating bookings, the shared usage of different rooms at the facility, accommodating the needs of different user groups.
* Developing income generation opportunities for Bundoran Community Centre as a Social Enterprise (Charity) that is committed to the ongoing operation, upkeep, and development of the facility.
* Applying for and securing public funding in support of the Trustees (Board of Director) local and community development plans, priorities and objectives.
* Developing a range of community and public interest programmes, services, training and activities that operate from the community centre.
* The routine upkeep, maintenance and development of the facility to include operational oversight of planned facilities repairs and on-going capital re-development works.
* Developing and organising an annual series of fundraising activities and events that support the Trustees (the Boards) charitable objectives.
* Managing all aspects of the organisation’s finances, including the income and expenditure of the centre, accounting for public funding in line with funder and audit guidelines.
* Managing and monitoring all aspects of the health, safety and welfare of facility users, volunteers, staff and visitors.
* Working with a broad range of partners, funders, local community groups to support local and community development and regeneration within Bundoran town and the local area.
* Managing a team of staff funded through different Government funded programmes and schemes in line with relevant guidelines and in partnership with various agencies i.e. CSP, CE, TUS, DEASP, and RSS.
* Coordinating an annual work programme and service plan in consultation with the Trustees (the Board) of ‘Bundoran Community Centre’ and reporting on a regular basis to the Board.
* Other duties in support of the effective operation and development of ‘Bundoran Community Centre’ as requested by the Trustees (the Board).

**Person Specification**

**Essential criteria**

* Previous experience in the Management and Development of a community facility, a social enterprise, a business.
* Skilled in the area of user and customer engagement, visitor management and in creating an inclusive and welcoming user environment.
* Experience of supervising and supporting a team of staff working to different rotas, shift patterns and within different roles.
* Experience of income generation, sales, of planning and organising community activities and events to include fundraising events and/or exhibitions.
* Experience of financial management and reporting in an organisation involving different stakeholders.
* A flexible approach to working to different rotas and shift patterns (to include evenings, weekend and seasonal work) in line with the operational needs of a community centre and visitor attraction.
* Excellent communication and interpersonal skills, including effective and professional verbal and written communication and presentation abilities as well as confident personal interaction.
* Can undertake a variety of frontline roles/tasks in support of the needs of a community social enterprise – liaising with users, welcoming visitors, providing tours, facilities maintenance.
* A knowledge of the Community Services Programme (CSP) and other local development community programmes and services.
* Full Clean Driving Licence & access to a form of transport for business use.

**Desirable criteria**

* Experience of marketing and/or digital marketing
* Experience of capital re-development of community facilities.
* Experience of applying for, securing and managing public funding.
* Experience of coordinating community programmes and services.
* Experience of best-practice in urban regeneration, community and local development.
* A knowledge of the Community Services Programme (CSP) and other local development community programmes and services.

**Conditions of employment**

The conditions of employment which apply to this post will be in accordance with the guidelines in issuance for the operation of the Community Service Programme (CSP). Please note that this position is subject to funding and that those guidelines may be subject to change.

**Starting Salary: €35,000 per annum (pro Rata)**

**Working Hours: 37.5 hours per week (per CSP Programme Guidelines)**

**Location/base: Bundoran Community Centre, Main Street, Bundoran, Co. Donegal**

**Contract Duration: Fixed Term**

**To December 2025 initially with extension subject to funding.**

**Selection Process**

Shortlisting followed by structured interviews.

**Application Process & Deadline**

To apply for this role submit a CV and Covering letter outlining how you believe you meet the requirements of the role.

**Application deadline Friday 9th May 2025 at 5:00pm**

**Apply by email to** [**bccjob24@gmail.com**](mailto:bccjob24@gmail.com)

**“This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme”.**