



Manager: Balla CRD intends to recruit a Manager, under the Community Services Programme on a fixed term basis until the end of December 2022, based in the Community Resource Centre. Details on our webpage at: Balla.ie, or Email: ballajobs@gmail.com

The Organisation: Established in 1996, Balla Community Resources Development (CRD) is a non-profit making community development organisation focused on improving the quality-of-life for everyone in the community. Our vision is of a diverse, inclusive and vibrant community who see Balla CRD as the first port of call, providing an independent local resource in making the greatest positive impact on the people in our community.

How can you make a difference?: The Manager will report to the Chairman of the Board and will be responsible for driving effectiveness, efficiencies and collaboration for all Balla CRD operations, ensuring projects are delivered to a high quality. The manager's role will be to develop and sustain Balla CRD as a thriving social enterprise in accordance with the mission, vision and values of the organisation, specifically to:

- Bring strategic leadership to the organisation in order to create new high quality initiatives for the community
- Develop, implement and evaluate a business planning process involving and integrating the views of the board
- Fully utilise the resources and facilities of Balla CRD to support activities and groups in Balla
- Generate income, develop new fundraising ideas and leverage new sources of funding

Duties will include the following:

- Proactively facilitate the reporting on all inputs and outcomes for Balla CRD programmes
- Ensure effective management of budget, expenditure and income
- Ensure professional standards are met for project and office management
- Proactively lead specific projects and events as they arise
- Work closely with the Board to drive key strategic and operational initiatives
- Deliver operational and process reviews to improve effectiveness and efficiency
- Ensure systems and procedures are in place to deliver a quality service
- Develop and drive a cohesive Marketing & Promotion Strategy across all communication channels
- Provide management and support for all staff and volunteers in accordance with best practice

To be successful in this role, you will possess the following:

- 3+ years' relevant experience in a supervisory or project management role
- A proven track record of leading projects to a successful conclusions
- Customer and business focussed person, who is very organised
- Self-starter, ability to work effectively on own initiative with demonstrated excellent time management
- Demonstrable ability to build effective & successful relationships and networks
- Commitment to, and understanding of, working in an inclusive and collaborative manner
- Experience in and a strong appreciation of the crucial elements of Community Development
- A proven track record on ability to recognise and identify potential opportunities & new funding sources
- Ability to delegate responsibilities and work collaboratively with others (community & colleagues)
- Evidence of self-improvement and willingness to participate in Training and Development opportunities
- Analytical and process driven and approach your work in an innovative and enthusiastic way.
- Demonstrable proficiency in social media to promote and develop Balla CRD

A full job description can be got by emailing ballajobs2021@gmail.com or on www.Balla.ie

The post will be for 39 hours per week, with out-of-hours and evening work to be shared with other staff. The salary for this job will be €36,000 to €40,000 depending on experience and qualifications.

Closing date for applications and CVs is Wednesday 12th November 2021.

CVs accepted via email only to ballajobs2021@gmail.com

Shortlisting may apply and interviews will take place on 20th November 2021

'Supported by the Department of Rural and Community Development and Pobal through the Community Services Programme'



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