

Balla Community Resources Development

Manager

Job Description

Background

Balla CRD is a non-profit making community development organisation focused on improving the quality-of-life for all in Balla. Our mission is to run a successful social enterprise, satisfy identified needs and help the more disadvantaged in our community. Our vision is of a diverse, 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. Our role in the neighbourhood is to lead economic development and community engagement efforts with other community groups, businesses and appropriate agencies.

General Description of the Position

The manager's role is to develop and sustain Balla CRD as a thriving social enterprise in accordance with the mission, vision and values of the organisation and ensure our Business Plan's goals and objectives are achieved. This will be achieved through a leadership/management style that is both inclusive in its operation and embraces diversity in its dealings with all our stakeholders. The Manager reports to the Chairperson.

Location: Balla Community Resource Centre

Working Hours: 39 hours per week – note that flexibility is essential for this role as out-of-hours and weekend work will be required as part of the role.

Key Responsibilities

- Lead and manage staff and support volunteers and directors to implement initiatives in line with Balla CRD's business plan. This includes continuously assessing the needs of the community and applying for and managing additional funding as well as the development of new services and activities
- Manage Balla Community Resource Centre, resources and facilities in a dynamic and efficient manner and ensure compliance with health and safety requirements
- Provide leadership in order to maintain and enhance relationships with staff, community stakeholders and appropriate agencies.
- Represent Balla CRD at stakeholder meeting with local authorities and funders (Pobal, LEADER, Department of Community & Rural Development etc.).
- Network with other community groups and build relationships and strategic alliances.
- Create a marketing and promotion strategy for Balla CRD and develop appropriate publicity materials for approval. Extend Balla CRD's social media presence and service awareness through

development and maintenance of the Website, Facebook, Twitter, Linked-In and the Community Noticeboard.

- Ensure that the highest standards of governance are maintained, including developing and implementing policies, procedures and development plans.
- Reporting to funders and board of directors and ensuring deadlines are met.
- Provide timely and relevant feedback to the Committee of Management.
- Undertake training to develop relevant knowledge, techniques and skills.
- Undertake any other duties or responsibilities within the scope of the post as determined by the Board.

Person Specification

The ideal candidate will:

- Have excellent time management skills; an ability to handle multiple projects, meet deadlines, and function independently in a busy office environment. Must have demonstrated experience managing multiple projects at once.
- Be self-motivated and be able to work independently)
- Have a background in community planning, social enterprise, community and economic development
- Demonstrate successful experience leading groups in a committee environment focused on a common goal.
- Have strong written and oral communication skills and excellent attention to detail in his/her work.
- Possess problem-solving skills and ability to independently and thoroughly seek out creative solutions to problems and questions.
- Be passionate about community and the idea of people working together to create positive change.
- Demonstrate ability in promotion and marketing.
- Proficient in computer programs such as Microsoft Word, Excel, PowerPoint and Outlook.
- Have demonstrable experience working with diverse groups
- Ability to work a flexible schedule, including evenings and weekends, in order to attend community meetings and events.
- Degree level education or equivalent and at least three years of relevant experience preferred.
- Must have a valid driver's license and have own transportation.