# **Job advertisement for the post of Community Centre General Manager**

**Name of Employer:** Parslickstown House Management CLG.

Ladyswell Road, Base Enterprise Park, Damastown, Dublin 15

**Job Title:** Community Centre General Manager

**Number of Hours:** 39 Hours per week

Evening & weekend work may be a feature of this position.

**Salary range:** €45,000 - €59,000 (salary agreed will be dependent on experience)

**Job type: Community Centre General Manager**

**Full-time (subject to funding)**

**Job Summary: (Job description available on request)**

To work in partnership with the Voluntary Board of Directors (PHM CLG) staff and community leaders to follow through on aims, objectives and agreed areas of work outlined in the three-year strategic plan (2024 – 2027). The General Managers duties will include, but are not limited to the following:

* Manage the staff team and oversee the day-to-day management and operation of the House
* Facilitate the delivery of all programs and services operating in the house.
* Operate the house as social enterprise through the developing of new and existing initiatives.
* Access funding for new and existing programs will also be an ongoing part of the work to meet the demands and needs of the local community.
* Provide leadership in the organisation, ensuring its values and ethos are upheld.

Parslickstown House is a Company Limited by Guarantee with Charitable Status. The Community House is owned by Fingal County Council and is managed under a management licence by the Board of Directors of Parslickstown House Management CLG. This is a new position and is an exciting opportunity.

**Essential Requirements for the Role**

* A minimum of three years Management Experience is required within a community-based setting
* A 3rd level qualification in Business/Financial Administration, Community Development, Human Resources, facility management, Project Management, or Related disciplines. (Experience in lieu of qualification may be considered)
* Critical thinking and business development skills
* Excellent Communication and experience of interagency work
* Experience with financial systems and development of efficient systems to manage the finances of the company
* Experience in Human Resource Management through the provision of staff support, development and supervision are essential
* Have a good knowledge and understanding of the issues of poverty and social exclusion
* Proven experience in accessing funding. Experience in applying for grants/ funding or previous tendering experience an advantage

This position is 39 hours per week. Access to own transport and a full clean driving licence.

Please send CV and cover letter to:

The Chairperson

**Address: Parslickstown House Management CLG**

**Ladyswell Road, Base Enterprise Centre, Damastown, Dublin 15**  
[**Email:**](https://www.activelink.ie/vacancies/children-youth/anneshortall60@gmail.com)  [parslickstownrecruitment@gmail.com](mailto:parslickstownrecruitment@gmail.com)

Closing date and time for receipt of applications is 5pm 24th Jan 2025

*This project is an equal opportunities employer*

***Shortlisted applicants will be contacted only, as Parslickstown House Management CLG will not in a position to respond to a high level of submissions.***

***Applicants must provide a full disclosure for the purpose of Garda Vetting.***