

## Job advertisement

### Corduff Resource Centre Manager

Corduff Resource Centre is owned by Fingal County Council and managed under licence by the Board of Directors of Fingal Community and Recreation Services CLG. The resource centre is in Corduff Dublin 15 and has operated as a community resource for sport and physical activity supporting a range of local community-based groups, actions and initiatives such as sport and recreational activities and health and wellbeing activities.

The centre opens 7 days a week subject to demand. We are seeking to recruit a Community Centre Manager to ensure the effective and efficient management and co-ordination of the human, financial, and material resources of the business.

#### Essential qualifications - Candidates must have the following:

- Third-level qualification in Business Administration, Community Development, Social Care, Facility Management, HR, Project Management, or related fields (experience may substitute).
- Proven experience managing staff and leading teams, ideally in community, voluntary, or social enterprise settings.
- Strong organisational, planning, leadership and interpersonal skills.
- Experience in financial management, budgeting, grant applications, and maintaining robust administrative systems.
- Excellent IT skills (Microsoft Office) and strong written communication/report writing skills.
- Knowledge of community development, social inclusion, and challenges facing disadvantaged communities.

#### Desirable

- Management experience in a community centre or facility management environment.
- Experience with event or programme planning.
- Experience developing social enterprise initiatives

#### Other Requirements

- Commitment to equality, social justice, and community empowerment.
- Ability to work flexible hours including evenings and weekends.
- Full driving licence and access to transport.

**Letter of application and CV must be sent by email to [gm@fcrs.ie](mailto:gm@fcrs.ie)  
on or before 5pm, Friday 15<sup>th</sup> May 2026**

**A detailed job description is attached below.**

## Job Description – Centre Manager Corduff Resource Centre

**Employer:** Fingal Community & Recreation Services CLG (FCRS CLG)

**Location:** Corduff Resource Centre

**Hours:** 37.5 hours per week (Evening & weekend work required)

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

**Reports to:** General Manager, FCRS CLG / Voluntary Board of Director

### Job Purpose

The Centre Manager will oversee the day-to-day operation, facilities management, staff oversight, programme coordination, and community engagement within Corduff Resource Centre. The role ensures the centre is inclusive, welcoming, community-focused, and operational seven days a week, offering high-quality services, activities, and opportunities for the local community.

The Manager will foster a culture of inclusion, maintain high operational standards, support social enterprise development, and ensure good governance, financial stability, and strong community partnerships.

### Key Responsibilities

#### 1. Facility Management & Operations

- Oversee the safe, efficient day-to-day operation of the Resource Centre, ensuring it is open and accessible 7 days per week.
- Ensure the building, rooms, and grounds are clean, well-maintained, and compliant with all health & safety and safeguarding requirements.
- Work with the company's Technical Support Team
- Prepare monthly operational and finance reports for Local Community Committee and Board of FCRS
- Maintain and implement an annual preventative maintenance schedule and ensure supplier compliance with required documentation.
- Manage room booking systems, customer service standards, and onsite procedures.
- Evaluate and monitor the quality-of-service delivery and user experience.

#### 2. Leadership & Staff Management

- Lead, support, supervise, and develop the centre's staff team, including CE scheme employees and programme staff.
- Coordinate staff rosters, inductions, training, support & supervision, and team meetings.

- Promote a positive, inclusive, collaborative team culture aligned with the centre's values and goals.

### **3. Governance, Compliance & Policy Development**

- Ensure all centre policies, procedures, user agreements, and governance structures are up-to-date and compliant with legislation and good practice.
- Support the Voluntary Board of Directors through reporting, attending meetings, contributing to planning, and ensuring good governance standards are met.
- Attend monthly board meetings
- Maintain confidentiality in all aspects of the work and represent the centre positively.

### **4. Financial Management & Administration**

- Oversee financial systems, budgets, financial reporting, stock control, and the maintenance of accurate accounts.
- Prepare regular reports for the Board of Directors, funders, and stakeholders.
- Identify and pursue funding opportunities, grants, and income-generating initiatives, including development of social enterprise activities
- Support efficient administrative systems and annual reporting obligations, including progress reports and audit preparation.

### **5. Programme, Services & Community Development**

- Coordinate or oversee the delivery of programmes, events, activities, and community services within the centre
- Ensure all activities reflect the organisation's values, mission, and commitment to inclusion, social justice, and community wellbeing.
- Identify gaps in service provision and work with partners to develop new initiatives for the benefit of the local community.

### **6. Marketing, Promotion & Communications**

- Promote the Resource Centre as a community hub for learning, social activity, recreation, and local initiatives.
- Implement and contribute to a marketing and communications plan to increase awareness, usage, and community engagement.
- Develop and maintain relationships with funders, community organisations, schools, agencies, and local groups.

### **7. Networking, Partnerships & Community Engagement**

- Build strong working relationships with community groups, statutory agencies, and local/regional networks.
- Actively participate in relevant local forums, alliances, and FRC networks.

- Promote an inclusive environment that supports participation from all sections of the community.

## **8. Additional Duties**

- Undertake other duties as required by the General Manager or Board of Directors, aligned with the evolving needs of the centre and community.

## **Personal Specification**

### Essential

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## **Remuneration**

Salary:	€44,000 – €52,000 (depending on experience)
General:	Salary will be paid weekly/monthly
Probation:	The probationary period will be 6 months
Annual Leave:	Twenty-two days per annum