



Balla Community Resource Development

Community Resource Centre, The Square Balla, Co Mayo, Phone: 094 9365846

Info@balla.ie; www.Balla.ie; Registered Charity Number (RCN) : 20031442

Manager – Job Description

Balla CRD intends to recruit a Manager, based in the Community Resource Centre

Salary €40,000 - €45,000

Established in 1996, Balla Community Resources Development (CRD) is a not for profit community development organisation and a registered charity 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. Our role in the neighbourhood is to lead economic development and community engagement efforts with other community groups, businesses and appropriate agencies.

We now intend to recruit a Manager to work closely with the Board of Directors in the delivery of the Community Services Programme and implementing the Balla CRD Strategic Plan, ensuring that Pobal contract requirements are adhered to. We are seeking an experienced and highly motivated individual who will be responsible for managing staff and resources as well as developing stakeholder relationships and the profile of the organisation across all communication channels. This is an opportunity to help create and maintain a diverse range of quality services for the whole community.

Reporting to the Board of Directors, the position offers the flexibility of working 37.5 hours over 7 days to facilitate programme events and operations that take place outside business hours. The Manager will be responsible for driving effectiveness and efficiencies 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 and ensure that the Business Plan's goals and objectives are achieved through a leadership style that is both inclusive in its operation and embraces diversity in its dealings with all our stakeholders.

Key Responsibilities:

- Ensure effective management of budget, expenditure, and income
- Implement the highest standards of governance and robust financial management systems
- Develop and implement policies, procedures, development plans
- Ensure professional standards are met for project and Centre management
- Proactively lead specific projects and events as they arise
- Ensure systems and procedures are in place to deliver a quality service
- Develop and drive a cohesive marketing & promotion strategy
- Manage Balla Community Resource Centre and facilities in a dynamic and efficient manner
- Manage staff and support volunteers and directors to implement initiatives in line with our business plan
- Provide leadership and enhance relationships with staff, stakeholders and other agencies.
- Network with other community groups and build relationships and strategic alliances
- Extend Balla CRD's profile and service awareness through the development and maintenance of the Website, Social Media and the Community Noticeboard

- Undertake training to develop relevant knowledge, techniques and skills
- Ensure compliance with health and safety requirements
- Represent Balla CRD at stakeholder meetings with local authorities and funders
- Undertake any other duties or responsibilities within the scope of the post as determined by the Board

Person Specification:

- Degree level relevant qualification
- 3 years' relevant experience in a supervisory or management role
- A proven track record of leading multiple projects to successful conclusions
- Customer and business focused person, who is very organised
- Self-starter, ability to work effectively on own initiative
- Excellent time management skills, ability to meet deadlines, and function independently
- Commitment to, and understanding of, working in an inclusive and collaborative manner
- Experience in, and a strong appreciation of, community development and working with diverse groups
- Proven planning, social enterprise, and economic development skills
- Strong written and oral communication skills and excellent attention to detail in their work
- Demonstrable ability to build effective & successful relationships and networks
- A proven track record on ability to identify potential opportunities & new funding sources
- Ability to delegate responsibilities and work collaboratively with community and colleagues
- Evidence of self-improvement and willingness to participate in Training and Development opportunities
- Analytical and process driven approach with an innovative and enthusiastic attitude to your work
- Demonstrable proficiency in social media to promote and develop Balla CRD
- Show a sound understanding and knowledge of HR Policies, Governance and Financial Management
- Demonstrated problem-solving skills and ability to seek out creative solutions
- Be proficient in computer programs such as Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated experience
- The ability to work a flexible schedule, including evenings and weekends
- Have a valid driver's license and own transportation

Benefits:

- *Opportunity to join a positive, collaborative & exciting team environment*
- *An attractive competitive salary reflecting experience and qualifications*
- *Opportunity to build your own team & play a positive role in our growth*
- *Avail of a comprehensive Training and Staff Development Programme*

Skills:

- *Strategic Management*
- *Operational Management*
- *Budget responsibility*
- *Staff Management*
- *Supervisory Skills*

Further information is available on www.Balla.ie or at <https://shorturl.at/nx456>

Closing date for applications and CVs is Friday 30th March 2024

CV & Cover Letter accepted via email to jobs@balla.ie

Shortlisting will apply

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



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development

