

## **Loughshinny Community Centre CLG**

### **About Us:**

We are a community centre located in the heart of Fingal, committed to empowering local residents, promoting social inclusion, and providing a welcoming space for all. Our centre hosts a variety of services, programmes, and activities for people of all ages and backgrounds.

### **Job Overview:**

We are seeking an enthusiastic **part-time Community Centre Manager** to lead and coordinate the day-to-day operations of our centre. The successful candidate will work closely with staff, volunteers, community stakeholders, and partner organisations to deliver a broad range of services and activities that respond to local needs.

### **Key Responsibilities**

#### **Centre Management and Operations**

Manage the daily operations of the community centre to ensure efficient service delivery and a safe, welcoming environment for all users;  
Oversee scheduling, room bookings, and maintenance of facilities and equipment;  
Implement and monitor compliance with health and safety, safeguarding, GDPR, and other relevant policies; and  
Liaise with service providers, contractors, and local authorities as needed.

#### **Staff and Volunteer Management**

Supervise and support staff and volunteers;  
Foster a positive environment with an emphasis on teamwork, inclusion, and respect.

#### **Programme and Service Development**

Identify local needs through consultation and engagement with community members and stakeholders;  
Design, implement, and evaluate a range of community programmes and services, including youth, family, education, wellbeing, and cultural initiatives;  
Monitor and report on participation and outcomes.

#### **Financial and Administrative Oversight**

Manage the annual budget in coordination with the Trustees and Treasurer.  
Maintain accurate records and reports as required by funders and regulators.

#### **Stakeholder Engagement and Funding**

Build and maintain strong partnerships with local organisations, statutory bodies, community groups, and funders;  
Represent the centre at meetings, networks, and public events if required  
Assist in preparing funding applications and progress reports for grant bodies and public funding agencies; and  
Promote the centre's work through newsletters, social media, and community outreach.

### **Desirable Skills and Experience:**

Strong organisational, administrative, and IT skills.  
Strong interpersonal and communication skills.

### **Personal Attributes:**

High levels of enthusiasm, resilience, dedication, flexibility, and professionalism.  
Self-motivated, with the ability to work independently and as part of a team.

Willingness to work flexible hours, including occasional evenings or weekends, as required by organisational needs.

Commitment to the ongoing development of Loughshinny community centre

### **Working Conditions**

Based on-site at the community centre. Hours to be agreed. C. 15 hours per week

Flexibility required to attend evening and weekend events as needed.

**September 2025**