



## Centre Manager, KDYS Tralee Job Description

**Location:** KDYS Youth & Community Centre, Tralee  
**Reports to:** KDYS Chief Financial Officer

**KDYS is a voluntary youth work organisation providing a range of quality services responding to the needs of children, young people, their families and communities in the Diocese of Kerry.**

### **Job Summary:**

- Develop Tralee Youth and Community Centre as a sustainable social enterprise.
- Manage the day to day operation and administration of the Centre and to act as overall support for the work of the Centre.
- Plans, organises and oversees community programmes designed to enhance the personal, social and emotional development of young people.

### **Key Duties & Areas of Responsibility will include:**

- Development the Centre as a social enterprise, which will include identifying and following up on opportunities for further growth and usage of the Centre, in line with the CSP business plan
- Managing, supporting, monitoring performance, and developing the facilities support team to ensure facilities are maintained at a very high quality standard always
- Oversee the facilitation and development of all programmes and services operating from the centre.
- Sourcing funding for new and existing programmes will be an ongoing part of the work to meet the demands and needs of young people and the local community. This will include developing and pursuing fundraising opportunities from public, corporate or philanthropic sources.
- Developing and delivering on a marketing plan for the Centre with clear deliverables in place and associated action plans, using a variety of marketing and PR tools.
- To manage the finances of the Centre, monitoring closely the income and expenditure of the Centre, developing relevant systems and reporting as required.
- Preparing reports and grant applications, maintenance of records and other administrative duties, as required as required.
- Management of the health & safety requirements and security of the Centre.
- Implementing and practicing KDYS policies with special emphasis on Health and Safety policies, Safeguarding and Child Protection, and rental policy
- Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
- To undertake other duties as may be requested.

### **Requirements:**

#### **Qualifications and Experience**

- A relevant qualification
- Experience in a similar role essential
- Experience of the voluntary & community sector
- Experience of Social Enterprise, Fundraising, business development or marketing
- HR/Accounts experience would be an advantage
- Fluency in English, both written and verbal

## Skills, competencies & attributes

- Excellent organisational, computer literacy, and administrative skills, with a strong attention to detail
- Effective written, verbal and IT communication skills.
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Uses resources effectively, challenging processes to improve efficiencies.
- Commitment and adherence to KDYS's values

## Contract

- 14 month Fixed Term Contract
- This contract is for 39 hours per week
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre, which will involve frequent evening and weekend work.
- €29,000 per annum
- Employment with KDYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.



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