



## Centre Manager Job Description

**Location:** KDYS Killarney  
**Reports to:** KDYS Senior Management

*KDYS Killarney is Ireland's first ever youth centre to be awarded the Council of Europe's Quality Label for European Youth Centres. We are part of a European network of centres whose aim it is to serve the youth sector and young people. The centre operates as a social enterprise within the Kerry Diocesan Youth Service (KDYS) network of projects.*

The post holder is an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KDYS, and by operating in line with our organisational mission, vision and values: Young Person Centred, Inclusive, Respectful, Non-judgemental, Fun, Empowering and Professional.

### **Job summary:**

Manage and develop KDYS Killarney as a sustainable social enterprise providing a service to the young people of Kerry and our national and European partners. The role will focus on the overall management of the facility, with an initial specific focus on the development of our 47-bed accommodation enterprise.

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

- Development the Centre as a social enterprise, with a specific focus on developing the accommodation enterprise in line with KDYS strategic objectives.
- Implement the social enterprise model for the centre to achieve and exceed the targets set for income generation through implementing a budgeting strategy and maximising centre potential.
- Managing, developing and maintaining the facilities team to ensure the efficient the operation and maintenance of the facility at a high-quality standard.
- 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.
- Developing and implementing various systems as required i.e., online booking, financial processing & recording, administrative support, effective communication, promotion & public relations etc
- Manage the finances of the Centre in collaboration with Senior Management, monitoring closely the income and expenditure of the Centre, developing relevant systems and reporting as required.
- Pursue fundraising opportunities from public, corporate or philanthropic sources.
- Preparing reports and grant applications, maintenance of records and other administrative duties, as required as required.
- Actively participate in both internal and external networks, structures and events relevant to the post and develop a network of local social enterprise partners and engage with statutory social enterprise organisations.
- Identify training needs through your supervision and participate in training opportunities appropriate to the role.
- To prepare for and attend individual supervision on a regular basis.
- Implementing and practicing KDYS policies with special emphasis on Health and Safety policies, Safeguarding and rental policy
- Ensure ongoing compliance with organisational data protection policy and practice in all aspects of the role.
- Support the KDYS planning and reporting processes.

- To undertake other duties as may be requested. This may include involvement in the organisation's events, fundraising, research etc.

### **Special conditions /Essential Criteria**

- A relevant qualification in hospitality management, business administration, community development or relevant field is desirable
- Minimum 1 years' relevant experience is desirable
- Experience/Knowledge of Social Enterprise and/or the voluntary & community sector is desirable
- People Management experience is an advantage
- Fluency in English, both written and verbal

### **Contract**

- 12-month Fixed Term Contract
- This contract is for 35 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.
- Salary scales apply (€27,387- €35,578), commiserate with experience
- 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.

### **Skills, Competencies & Attributes**

- Clearly understands the role, objectives, and targets and how they fit into the work of the organisation.
- Demonstrates the expertise necessary to carry out the role to a high standard and shares this with others
- Has significant expertise in his/her field that is recognised and utilised by colleagues
- Understands the needs of independent income generation / fundraising
- Knowledge of the not for profit sector
- Demonstrates understanding of youth work and awareness of safeguarding requirements
- Working knowledge of the software and systems required in a highly functioning social enterprise
- Excellent organisational and administrative skills, with a strong attention to detail
- Strong ability to organise the resources, process and systems required to achieve goals.
- Excellent interpersonal and teamwork skills
- Ability to communicate well and work closely across the facilities team and other teams
- Ability to delegate effectively and monitor the workload of others well
- Effective written, verbal and IT communication skills.
- Ability to determine priorities, set realistic timescales and organise own time effectively.
- 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.
- Through leading by example, fosters high standards of ethics and integrity