

Job Description – Community Manager

Moneygall Development Association CLG is looking to recruit a fulltime (37.5hr) Community Manager for their projects which includes social enterprises and community development in the Moneygall area.

Reporting To: M.D.A Board

- **Working hours:** Full Time – Fully Flexible over 7 days 37.5 hr.
- **Location:** Moneygall
- **Expenses:** Will be paid at civil service rates where they apply.
- **Duration of Contract:** Until December 31st 2025 (subject to renewal depending on Pobal funding)
- **Probation:** The Probationary Period will be 9 months (with appraisals at three- and six-month intervals)
- **Salary:** €37,500 - €40,000
- **Annual Leave:** 22 Days per year
- **Benefits:** Subsidised Lunch / Coffee or Tea,
Free Gym Membership

MDA are looking to recruit a person to support expansion of current operations (see job description below). This person will report to the MDA Board of Directors and it is envisaged that they will be based between Moneygall Community Hub/Gym and Cafe in Moneygall village and the service sites as required around the community.

Moneygall Community Manager – 37.5 hours

Requirements

- People Management Experience
- Flexibility – Evenings and Weekend work
- Marketing/Promotions Experience
- Event Management Experience
- Excellent organisational & leadership skills
- Excellent communications skills, oral and written
- IT proficient – Microsoft Office, etc
- An ability to work independently and according to instructions given

Applicants for this role are requested to submit a letter of application and a copy of their CV via email moneygallvillage@gmail.com by Friday January 26th Please include job title being applied for (MDA Community Manager) in the subject bar.

Job Description

The manager will be required to:

1. Supervise staff and operations, ensuring compliance with best practice standards, keeping contact and liaising with community organisations and groups as required.
2. Supervise CSP staff and liaising with them re: daily /weekly operations, finance and annual planning.
3. Ensure Fair rotation of work and balance in managing rosters and recording same.
4. Ensure no displacement of volunteers and build on volunteer participation.
5. Expand the existing community services and activities through engagement with community groups, volunteers, CSP staff and external parties as required
6. Develop new community services and activities to maximise use of community spaces, increase community events
7. Plan, prepare and deliver fundraising events and activities for MDA
8. Assist community organisations in delivering events, securing funding and promotion of groups
9. Manage and organise relevant training for CSP Staff and Volunteers
10. Supervise and liaise with re: funding applications, financial returns, traded income, care and maintenance of facilities etc...
11. Ensure staff and Volunteers supporting all projects have appropriate training, attendance recorded, skills matches etc...
12. Develop markets, work on branding and marketing of all internal output products, expand services to serve more people.
13. Liaise with Board of directors on a monthly basis preparing monthly reports and in between as issues arise.
14. Communicate with all staff on an interim basis re: ethos of MDA and supporting the preparation of annual plans across all work areas
15. Liaise with community groups and service users re: levels of service received and required
16. Identify and organise appropriate training across all programmes
17. General Day to day monitoring of overheads tools equipment
18. Ensure compliance with terms and conditions of CSP grant agreement
19. Ensure compliance with necessary health and safety standards and work practices across all areas.
20. Other ad hoc duties as required

This job description is not exhaustive, and other duties maybe assigned from time to time in accordance with the needs of the service. This job description may be revised to take account of changing circumstances or requirements.