

Role Specification

Community Services Programme Manager

Based full-time on Inishturk Island, Co Mayo

Working Hours: 37.5 Hrs per week

Rising boldly from the wild Atlantic Ocean, Inishturk is a small island 14km from the west coast of Ireland. Renowned for the warmth of its community, unspoiled natural beauty, and views of the Connemara coastline, it is home to 60 people and receives 3000 tourists per year. The island is home to a diverse array of wildlife and plant life, as well as several historic sites and monuments that offer a glimpse into its rich past. Whether you're looking for adventure, relaxation, or a chance to immerse yourself in culture and history, Inishturk Island offers a unique experience.

Inishturk Community Club CLG is a social enterprise responsible for community development and operating facilities on Inishturk Island including a community center, bar/restaurant, shop, activity pitch & tourist accommodation. We receive funding from the Department of Rural & Community Development via Comhar na nOileán CTR. Currently, at a key juncture in the Island's future development, we are seeking to appoint a CSP Manager to contribute to the successful operation of the company's facilities and planning for the future.

Role Summary

The role of the CSP Manager is the management and delivery of the Community Services Programme for Inishturk Island, which supports community-based organisations to provide local social, economic, and environmental services through a social enterprise model and create employment opportunities for disadvantaged people.

On Inishturk, the role incorporates application for grants for events, promotion and bookings of artists and running the events, income generation for Inishturk Community Club, development and operation of the island's circular waste management plan, and implementing improvements to services where necessary within the community.

Owing to the hands-on nature of the role, the successful candidate would be expected to live on Inishturk Island five days per week.

Key Responsibilities

Reporting to the Development Coordinator and working alongside the Marketing & Community Coordinator, the CSP manager will lead the CSP team, which includes the CSP Supervisor, CSP Caretaker, and additional staff as required. Specific duties for this role are as follows:

CSP Programme

- The CSP Manager will be responsible for the CSP Portal, including submitting CSP employee returns and assisting the finance administrator with financial returns for the programme.
- The CSP Manager will be required to manage the CSP team to include delegation of duties, overseeing works carried out and sign-off, timesheet completion, and record of same.
- Assist with the recruitment and selection process for CSP Staff
- Communicate with Pobal, and implement their CSP policies and procedures

Club Operations

- Complete grant/funding applications for Club improvements and events
- The CSP Manager will be responsible for renewing the club license annually
- Management of Club Membership and renewal of same before AGM.
- Recruitment and selection of casual and seasonal staff and provision of staff training
- Rostering all staff for Community Club, including on-duty supervision, and kitchen assistants in line with payroll budgets.
- The CSP Manager will be responsible for each department's financial efficiency, including stock management, rostering to budget, and evaluating the operational financial performance weekly.
- Set operational policies and processes and manage the implementation of the same.
- Work with the Club Supervisor to ensure accurate reporting of all financial transactions at the Club.
- Cash handling duties including weekly lodgements and cash flow efficiency
- Ensure effective management of club supplies and inventory
- Ensure the Club property is well-kept and adequately maintained at all times
- Build relationships with club users and stakeholders
- Complete incident reports and communicate any incidents to Management promptly
- Assisting as requested with driving the community bus transport service (if in possession of a full clean eligible driving license)
- Consult on the seasonal food offering which is managed by the Development Coordinator

Community Development

- Work with the Development Manager to identify the needs of individuals and the island community
- Support the Development Manager in regular reporting to the Inishturk Board of Trustees and donors as required
- Work with the Development Manager to devise and deliver new sources of commercial income
- Work with the Development Manager to source funding and run fundraising initiatives
- Contribute to the development and management of a circular waste management plan

Community engagement

- Coordinate tourism and social events including cultural heritage and evening entertainment
- Coordinate community events including public meetings, advice services, and annual general meetings.
- Engage and update the community regularly
- Run the Inishturk Community Club membership scheme

Marketing & Tourism

- Work with Marketing Coordinator to develop initiatives to increase visitor numbers to the island
- Working with the Marketing Coordinator to provide relevant content and information for the island newsletter, website, and social media platforms
- Work with the Marketing Coordinator to build partnerships with transport, tourism, and hospitality operators

Property Management

- Management of Community Library and Computer Service
- Ensure effective operation of all Inishturk Community Club property, including management of caretaking staff

Other related duties:

- The post holder will also undertake such additional duties as necessary to the work of the Community Club.

Candidate profile

- Has a growth mindset and ability to solve problems creatively
- Collaborative, with the ability to manage and coordinate staff
- Excited to be part of a community and impact-oriented social enterprise
- Enthusiastic and people-oriented
- Good digital literacy
- Excellent interpersonal and communication skills
- Ability to work on own initiative

In addition, the following will be desirable:

- Full Irish Driving Licence
- Experience of working within the public and community sector
- Experience working in small communities/island contexts
- People Management Experience
- Experience of working with online portals

Terms

- This contract will commence in 2024 initially with a rate of €33,000 (inclusive of Employer and Employee PRSI) and PAYE contributions. Any agreed overtime will be awarded as TOIL.

Accommodation on Inishturk

- Email: development@inishturkisland.com for further information or call 0871317426

Contact Details

To apply for this position please send your CV and cover letter to development@inishturkisland.com

The closing date for receipt of applications is 17:00 pm, Wednesday, 16th October, 2024