

Role Specification

Community Services Programme Manager

Based full-time on Inishturk Island, Co Mayo

Working Hours: 37.5 Hrs per week

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.

Key Responsibilities

CSP Programme Management:

- Manage the CSP Portal, including employee returns, and assist with financial reports.
- Oversee CSP team duties, task delegation, and timesheet accuracy.
- Assist in recruiting CSP staff and communicate with Pobal to ensure policy compliance.

Food & Beverage Operations:

- Recruit, train, and manage seasonal bar and restaurant staff.
- Schedule bar, kitchen, and restaurant staff within payroll budgets, working closely with the Finance Manager.
- Oversee bar and restaurant operations and work with the team during peak season.
- Responsible for stock ordering and management for bar and restaurant.
- Work closely with chef to deliver an excellent food experience.

Cash up and Banking:

- Handle end-of-day cash reconciliation and ensure accurate cash balancing.
- Responsible for balancing tills, preparing cash deposits and lodgements, and resolving discrepancies.

Property Management:

- Ensure the premises are clean, tidy, and well-maintained at all times.
- Ensure efficient waste management and recycling
- Assist with annual license renewal
- Oversee Community Library and Computer Service operations.

Community Development:

- Build relationships with club users and stakeholders, manage incidents, and support seasonal food offerings.
- Assist with board reporting, fundraising, and exploring new revenue sources.
- Contribute to circular waste management and sustainability projects.

Community Engagement:

- Coordinate tourism, cultural, and community events, including AGMs and public meetings.
- Organise the annual Club Membership in advance of the AGM

Marketing & Tourism:

- Work with the Marketing Coordinator to increase visitor numbers and enhance partnerships with transport and hospitality operators.

Skills and Qualifications

- Proven experience in the hospitality industry with a focus on Food & Beverage management.
- Experience in people/team management.
- Strong communication and organisational skills.
- Adept in using computers and software platforms including till systems, time management systems, and online portals.
- Cash handling experience.

Other Requirements

- Full clean driving license (preferred for community bus duties)

Candidate profile

This candidate will be a dynamic, community-minded leader with the skills and enthusiasm to support the club's operations, promote engagement, and drive growth across the various departments.

Terms

This contract will commence in 2024 initially with a rate of €37,500.00

Any agreed overtime will be awarded as TOIL.

Accommodation on Inishturk

Email: development@inishturkisland.com for further information or call Sinéad on 087 1317 426

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 5:00 pm, 29th November 2024