

Newtownpark Pastoral Centre

Applications are invited for the position of:

Manager

ahead of the retirement of the current Manager

Who we are

The Newtownpark Pastoral Centre, Blackrock, County Dublin, extends a warm welcome to everyone who comes to use its modern hall, meeting rooms and Coffee Dock. We are committed to promoting a Christian environment and deepening community bonding, with social, educational and religious activities. We will respond to the changing needs of those using our Pastoral Centre and treat each person with respect and dignity. (The Centre's Mission Statement)

The Role

- The main role of the appointee is to manage successfully all the activities in the Centre;
- To ensure that the Centre is a safe place to meet and that it is kept very well maintained;
- To keep accounts for all activities and manage files;
- To promote and engage groups to use any free space for further activities;
- To work with every member of its team of employees and volunteers and help them in their performance of their duties in running the Centre.

The Requirements

- To be committed to the ethos of the Centre, serving users and working with team members;
- Catering or event management experience;
- Have excellent communication skills;
- Knowledge of sound financial and cash handling procedures;
- Proficiency in the use of Microsoft's Word and Excel;
- Familiarity of the relevant regulatory bodies and requirements;
- To be friendly and open;
- To be a team player, dependable and responsible;
- To be pro-active and problem solving;
- The ability to accept and provide positive feedback;
- Be willing to generally help out when needed.

Terms

The person appointed will be employed on a part-time fixed term basis for one year with the possibility of renewal, reporting to the Chairperson of the Centre's Management Committee.

Applications

Completed applications should be sent by email to the Honorary Secretary, Management Committee at: **Hon.Sec@newtownparkparish.com** with an attached CV and a letter indicating how your skills and experience match the role advertised. These factors will be taken into consideration in the selection and subsequent negotiations with the successful candidate.

Recruitment Process:

Please be advised that short listing of applications may take place followed by no more than two interviews for candidates who progress through the recruitment process. References from two previous employers will be sought for suitable candidates. Candidates successful at interview will be required to be Garda Vetted and complete an on-line medical questionnaire.

Closing date for receiving applications is the 5pm on 21st March.