

Ballymun Job Centre Co-operative Society Ltd is currently recruiting for the position of Assistant Manager.

Established in 1986 the Ballymun Job Centre Co-operative Society Ltd. (BJC) is a local community focused, people centred, placement, career guidance and training organisation. Based on a culture of excellence and innovation, the BJC provides a range of services and programmes supported by local, national and European organisations.

The key responsibilities of this role are:

The Assistant Manager will provide day to day support to the Manager in the effective organisation and running of the BJC and to contribute to the overall development of the BJC including its staff, finances, premises and services in line with the BJC Strategic Plan and annual business plan.

Working as part of the senior management team the main duties include the following:

Day to Day Management of the BJC

The Assistant Manager will work with the Manager to ensure the overall day to day delivery of the BJC services and the BJC meets the KPI agreed by the Board and funders. Support is provided to the members of the management team (HR, Service Co-ordination and Finances) in terms of the day-to-day management of the service and to ensure that the members of the Management Team achieve their performance objectives.

Assist the Manager in the day-to-day financial management of the BJC, including budget planning, monitoring and approval of expenditure. Support the EU Projects team to implement the day-to-day activities of all BJC EU and special projects.

Working with the Manager and the Management Team ensure the day-to-day relationships between the staff are maintained at a high standard

Deputise for the Manager in terms of the day to day running of the BJC as necessary

Development of the BJC

Assist the manager with the assessment of the performance of the staff and with setting the performance objective of the staff. Ensure that good and effective relationships are developed and maintained with a range of organisations and agencies. Represent the Manager and the BJC on/at various bodies, meetings, seminars, etc. Attend meetings and submit reports to the Board of Management when required.

Keep up to date on new EU/national and other funding calls and opportunities and work with the Manager and other relevant BJC staff to realise the potential of those opportunities. Make applications for new funded projects, in collaboration with the Manager and staff of the BJC

Assist the Manager and the Board of Management in the development of the BJC as an organisation and the achievement of the objectives of the BJC. Assist the Manager to improve the quality of the service

Skills and Experience Required - A proven track record in management of work in the community, public or private sector. A relevant third level qualification in project management, HR, social policy, psychology, education/ training or a related field is required. Experience in developing and implementing complex projects involving multiple stakeholders. Relevant experience in developing

and maintaining collaborative partnerships. Working knowledge of the adult, VET and community education and training sector and employment services in Ireland. Experience delivering first class written reports and applications. Excellent communication skills. Proven ability to meet targets and work to deadlines within a team setting.

The candidate should possess the following skills and attributes: A self-starter, comfortable working without significant direction, they should have the ability to work on a range of activities simultaneously and should have strong written, oral and communication skills. A good team player with enthusiasm, drive, friendliness and approachability and a high level of professional responsibility and integrity. Precise methodological approach with effective project management, organisational and administrative skills.

Terms of Employment – This position is initially offered on a one year fixed term contract. Working hours are 39 per week however, the nature of the work may require working unsocial hours i.e. evenings and weekends plus EU travel.

A salary in the region of €61,500 - €70,500 per annum is on offer.

Following shortlisting, successful candidates will be invited to attend for interview. Garda Vetting will be required on appointment in line with BJC policy.

To apply - Please forward a letter of application with CV by 5:00pm on Friday 9th July 2021 to:

Sandra Roche, Project & HR Manager, Ballymun Job Centre, Ground Floor Civic Centre, Main Street Ballymun, Dublin 9 or email roches@bmunjob.ie

Ballymun Job Centre is an equal opportunities employer.