

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

Established in 1987 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 funding. In 2022 the BJC was awarded a four-year contract by DSP to manage the North Dublin Local Area Employment Service.

Reporting to the Board, the General Manager will have responsibility for the overall development of the BJC to include its staff, finances, premises, and services. He/she will also coordinate and implement the objectives and KPI's as set out in the BJC Strategic Plan and annual business plan. Working with the Board, the General Manager will assist the Board in the development of the overall vision and strategic direction of the BJC.

The key responsibilities of this role are:

Assist the Board in the development of the BJC as an organisation, and to continuously improve the quality of the service, implement and maintain good governance and ensure the achievement of the BJC's mission and objectives.

Lead and manage a team of staff across multiple locations, ensuring that the ethos, culture, and values of the BJC are implemented and embedded throughout the organisation.

Implement HR policies and practices that are person centred, based on the values of fairness and equality, and that balance the needs of the organisation with the need to provide employees with a positive employment experience and opportunities to progress within a supportive environment.

Represent the BJC on/at various bodies, boards, meetings, seminars and ensure that good and effective relationships are developed and maintained with a range of external organisations and agencies.

Based on the day-to-day experience of staff and clients, identify and source funding opportunities to enable the BJC to develop, implement and test new innovative or enhanced services and to secure the long-term future of the BJC.

Support the management team in the day-to-day management of the service ensuring that the members of the management team work effectively as a team.

Ensure the BJC follows best practice, including budget planning, monitoring, and approval of expenditure. Ensure that all activities are within budget and that financial and other reports are provided to funders and to the Board as required. Carry out the role of Key Account Holder for the Local Area Employment Service contract.

Skills and Experience Required – The person appointed should be able to demonstrate experience and expertise in the following:

Proven experience in a senior management role and a proven track record of capacity building in the not for profit, public or private sector organisation, particularly in employment/career guidance, training, learning or human resources.

An entrepreneurial mindset with outstanding organisational and leadership skills and experience in developing strategies and transfer strategic plans into achievable sustainable actions and articulate a long-term vision for the organisation.

Knowledge of the adult guidance, VET, community education, and employment services sectors in Ireland and an understanding of the main social, economic, and environmental issues currently affecting the community and voluntary sectors.

Experience in developing and implementing complex projects involving multiple stakeholders and experience of developing and maintaining collaborative partnerships.

Experience delivering first class written reports and funding applications. Excellent communication, analytical abilities and problem solving skills and a proven ability to meet targets and work to deadlines.

A relevant third level qualification in Business Management, Human Resources, Social Policy, Psychology, Education/Training, or a related field is required.

The candidate should possess the following skills and attributes:

A leader with substantial experience who can mentor and inspire colleagues and is fair, impartial, and open to new ideas and information.

They should demonstrate innovative, creative, and entrepreneurial skills, to be flexible and creative with the ability to adapt to a changing and challenging environment.

They should have strong communication skills including written (both academic and report/proposal writing), oral, facilitation and presentation skills.

They should demonstrate enthusiasm, drive, friendliness and approachability with a high level of professional responsibility and integrity and effective project management, ICT, 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 €78,714 - €94,493 per annum is on offer. The BJC operates a pension scheme and working from home policies.

Following shortlisting, successful candidates will be invited to attend for interview. Candidates who are called to interview may be requested to undertake a person/job profile.

To apply - Please forward a letter of application with CV by 5:00pm Friday 22nd September 2023 to:

The **Chairperson**, Ballymun Job Centre Co-op Society Ltd., Ground Floor, Civic Centre, Main Street Ballymun, Dublin 9 or by email to recruitment@bmunjob.ie

Ballymun Job Centre is an equal opportunities employer.