

KCC (KILANERIN COMMUNITY CENTRE)

COMMUNITY CENTRE COORDINATOR

JOB DESCRIPTION

CONTEXT

KBCDA CLG (Kilnerin Ballyfad Community Development Association) are seeking applicants for the role of Community Centre Coordinator for KCC (Kilnerin Community Centre). The centre and grounds, located in the village of Kilnerin, are owned and managed by KBCDA CLG, a registered charity, with a volunteer Board of Directors and several sub-committees which have specific remits within the association.

KCC is a busy and vibrant community facility which offers a variety of community and activity-based options for those living in the community as well as visitors to the area. The centre includes: a member's gym; a sports hall; a business centre; a multi-use room; a meeting room; a café; a hair-dressing studio; a beauty therapy studio; a physical therapy service. The centre offers a party service which takes place in the sports hall on weekends.

A diverse range of businesses and entities make use of the rentable spaces in the community centre including but not limited to: basketball club and soccer club using sports hall on regular basis; self-help groups and training bodies using meeting room and multi-use room; support scheme using poly-tunnel and meeting room; private individuals and SMEs using office rooms and common space in the business centre.

Job Title:	Community Centre Coordinator
Hours:	20 hours per week, Monday to Friday (part-time) Flexibility required (e.g. if KBCDA run a weekend event, the successful candidate may be required to work some hours over the weekend and take time off in lieu)
Responsible to:	The Chair, Board of Directors of KBCDA
Area of Operation:	Kilnerin Community Centre and Kilnerin Parish
Position type:	Contract - 1 year fixed contract from date of appointment 3 month probationary period to start.
Salary:	Available on request and subject to experience

SUMMARY OF POSITION

The Community Centre Coordinator will be based in KCC and will be responsible for the daily operations of the centre, ensuring that it continues to provide a quality facility with associated services, and operates within the guidelines and agreed budget as set down by the Board of Directors. The successful candidate will report to KBCDA Chair and Board of Directors.

ROLE OF POSITION

To carry out administrative functions (including financial recording and reporting, and centre promotion) which are necessary for KCC and KBCDA to function.

RANGE OF DUTIES

- prepare and coordinate the use of all rooms/facilities within the Kilanerin Community Centre using systems and procedures in the Coordinator's Handbook.
- provide direction to staff on a day to day basis.
- maintain KBCDA Company Records and Charity Regulator Records.
- maintain communication with the Board of Directors and sub-committees of KBCDA with a monthly report of activities in the centre.
- work with the KBCDA treasurers to support the maintenance of accounts for the Centre and for KBCDA.
- carry out and help coordinate community-based duties relating to the activities of Kilanerin Ballyfad Community Development Association and Kilanerin Community Centre and surrounding areas including managing regular events such as parties and assisting in one-off events such as festivals
- the successful applicant will also be required to offer knowledge on a variety of other areas in which the company may be involved.

APPLICANT

Attributes:

- have excellent inter-personal skills
- willingness to undertake training if required
- have the ability to organise and prioritise tasks
- be a good team player
- possess enthusiasm and commitment to community

Skills required include:

- experience with Microsoft Office (Word, Excel, Outlook)
- experience in the use of an accounting package (preferably BigRedCloud)
- friendly, sympathetic telephone manner
- ability to be flexible
- good communication skills, both verbal and written
- ability to use own initiative to find solutions to problems
- possess a GDPR qualification or be willing to undergo training for same
- have Garda vetting or be willing to apply for same

Knowledge and Experience (desirable but not necessary)

- creative ideas about increasing the use of the Community Centre through more varied activities and services
- experience of sourcing and generating funds
- knowledge and experience of recruiting and supporting volunteers

TO APPLY

Please send you CV and cover letter to jobs@kilanerin.com, with "KCC_COORD24" in the subject line, by 5.00pm on 18.01.2024 (queries about the role can also be made to the same email address).

An interview process will follow and successful candidate notified by email and telephone.