



Cairde le Cheile

Friends Together Supporting People with Disability.

Facilities Manager - The Vestry, St.Conal's Complex, Letterkenny

Cairde le Cheile CLG is a not for profit Community & Voluntary Organisation whose remit is to provide sporting, social and employment opportunities for people with disability, as well as young people and senior citizens in County Donegal.

The company is currently recruiting for the position of **Facilities Manager** for a minimum 2 year fixed term contract period under the Community Services Programme 2019-2021.

Salary - €32k - €35k Depending on experience

Relevant work experience or a 3rd level relevant qualification is required.

Key Responsibilities and Duties of manager:

The Manager will have responsibility for all aspects of facilities management. This includes, but not exclusively, staff management, delivery of the strategic objectives as set out by the Board of Cairde le Cheile and management of budgets, health and safety processes, communications with a range of users and others within the community, contract management, administration, project development and management.

The post-holder will also have responsibility for ensuring that the systems and structures used to deliver this management are run most effectively across the organisation to meet the objects of Cairde Le Cheile and its partner organisations and in so-doing maximise the benefit to the community.

Specific areas of responsibility are detailed below. Additionally, the Manager may be required to undertake other activities as can be reasonable requested by the Board of Directors in the delivery of the objectives of Cairde le Cheile

Management of buildings

- Overall management of all administrative systems, record keeping and governance processes to aid the effective running of facilities.
- Delivery of systems for day-to-day up-keep of spaces inside and outside.
- Oversight of routine, planned and preventative maintenance of the building facilities and outdoor space by staff, volunteers or contractors.
- Maintaining, monitoring and commissioning work as part of cyclic or needs based repair and refurbishment.
- Manage and update a register of risk for facilities and update on this to the Cairde le Cheile Board of Directors regularly.
- Ensuring that building users are kept appropriately abreast of processes and procedures for routine and ad hoc maintenance.
- Supporting all facilities users to work in a truly collaborative way in order to ensure that building facilities can run in the most effective way for the benefit of the community.

Health and Safety

- Managing and monitoring all aspects of health and safety in the jurisdiction of buildings and outside spaces as required by regulation or good practice.
- Commissioning and contracting routine or additional work to ensure processes and procedures are in place and effective for safe running of building facilities and outside space.
- Reporting issues to the Board of Directors in real time, and to any other agency or institution as required
- Ensuring that all facilities users are aware of processes and procedures for maintaining health and safety and are clear on their roles and duties within their own activities and to other users.

Financial management

- Managing budgets for inside and outside space including forecasting, day to day accounting and maintaining tight project, and cross-project budgeting.
- Work in partnership with other Cairde le Cheile members of staff, accountants and contracted services to ensure that financial records are kept up to date and records made to aid end of year reporting for a variety of organisational structures and requirements.
- Ensure the timely processing of incoming and outgoing invoices for real-time reporting on financial matters.
- Work with other staff, volunteers, contractors and Cairde le Cheile Board of Directors to fundraise for activities and capital investment into facilities and report on such spending both directly to funders and through annual reporting mechanisms managed by the Board of Directors.
- Report on financial matters to Board of Directors regularly for effective and diligent running of Cairde le Cheile and its subsidiaries.

Management of staff and volunteers

- Manage the role of Centre Receptionist and ensure that they are able to conduct their tasks effectively with support and within the bounds of their contract.
- Establish and manage systems for the participation of volunteers in activities within Cairde le Cheile in partnership with other members of staff and Cairde le Cheile Board of Directors.
- Ensure that staff and volunteers are able to work collaboratively with each other and with users of the facilities, and can do so in a safe and constructive way.

Communications and engagement

- Oversee engagement activities around developing both use and effective capacity of facilities for the people of Letterkenny and the surrounds.
- Work in collaboration with other members of staff and contractors to establish marketing of facilities and good, serviced channels of communication about activities, events and facilities available.
- Capture the details of people using, interested and engaged with the facilities to allow appropriate and effective communication and in accordance with Data Protection laws and good practice.
- Deal with communications issues internally and externally promptly and constructively, with the support of the Board of Directors where appropriate.

Cairde le Cheile CLG is an equal opportunity employer.

Is fostóir comhdheiseanna é Cairde le Cheile.



Rialtas na hÉireann
Government of Ireland

