

Boosterstown Parish is a long established busy Parish currently undergoing a major development with the construction of a Pastoral Centre, which will bring many new opportunities for activities and development.

Our Pastoral Centre will open in the Autumn of 2018 and we are looking for a **Parish Pastoral Centre Manager** to help us develop and manage the Centre. This role will include management of all the day-to-day tasks in the Centre together with promoting it as a location for Parish, Community and Business events.

The role will involve, but is not limited to:

- Providing a welcome to visitors, volunteers and all who visit the Centre
- Actively seeking groups and businesses to use the Centre for a range of activities
- Managing relationships with users of the Centre to include ensuring appropriate contracts are in place
- Controlling day-to-day operations and activities at the Centre, to include managing bookings and ensuring facilities are ready for users, rooms set up etc. This may involve some physical work
- Co-ordinating volunteers and organizations using the Centre.
- Managing the day-to-day maintenance and cleaning
- Opening and closing the Centre with assistance from volunteers.
- Working to a cost-neutral financial position by controlling costs and maximising income subject to guidelines for usage. Centre finance matters will be supported by the Parish Finance Officer

Our ideal candidate will have:

- Excellent management and organisational Skills with emphasis on hospitality, planning and project management
- An interest in Parish and Community life
- Capacity to work with and get on with a range of people
- Ability to manage their own workload and deliver to deadlines. A self-starter who is willing to innovate, recognise needs and foster initiatives
- Excellent communication skills and a friendly and welcoming manner
- Proficiency with computers, and a knowledge of GDPR
- Flexibility and adaptability with a capacity to work irregular hours if required.
- A knowledge of legislation appropriate to the running of a centre, to include contract law, HACCP and Food and Beverage legislation

This is a full-time position with an anticipated start date of early August. In accordance with Parish Child Protection Policy all employees are subjected to vetting by An Garda Síochána. Candidate may be required to take applicable courses, ie., First Aid, Manual Handling, etc., as may be deemed necessary.

If you would like to join our team, please submit your CV with a covering letter by email to [info@Boosterstownparish.ie](mailto:info@Boosterstownparish.ie) for the attention of the Parish Pastoral Centre Management Committee

Closing Date: Monday 16<sup>th</sup> July at 5.30 p.m.