

Newtownpark Parish Pastoral Centre

Job Vacancy: - Parish Pastoral Centre Manager – Part Time Position

Newtownpark Parish is seeking to recruit a Parish Pastoral Centre Manager on a part-time fixed term basis for one year.

The new Parish Pastoral Centre is designed to the highest standards so as to be a welcoming facility for the Parish and Community activities in the area.

The parish wishes to recruit an experienced, committed and enthusiastic manager of the new centre who will take a lead role in developing this new facility.

Reporting to the Chairperson of Parish Centre Management Committee, the role is to professionally manage the Parish Centre, ensuring its objectives by supporting and developing its staff and volunteers as well as sourcing funding through appropriate commercial activity in addition to managing the day to day running of the centre.

Requirements:

The successful candidate will have the following:

- Previous experience in a similar role;
- People Management experience including working with volunteers;
- A sound understanding of good financial and cash handling procedures;
- An understanding of the voluntary character of community work;
- Catering or event management experience;
- Proficient in Microsoft Office and receptive to learning other software required for the position;
- Familiarity with current health and safety legislation.

Further information and job description available on the parish website

www.newtownparkparish.com and the Diocesan website www.dublindiocese.ie

Completed applications should be sent by email to Ms. Ashling Keane, HR Officer, Archdiocese of Dublin at ashling.keane@dublindiocese.ie with an attached CV and a letter indicating how your skills and experience match the role advertised.

Recruitment Process:

Please be advised that short listing of applications may take place followed by no more than two interviews for candidates that progress through the recruitment process. References from two previous employers will be sought for suitable candidates. Candidates successful at interview will be required to be Garda Vetted and complete an on-line medical questionnaire.

Closing date for completed applications is the 31st July 2018 at 5pm.