

**Church of the Guardian Angels,
Newtownpark Avenue, Blackrock, A94WF89**

PARISH PASTORAL CENTRE MANAGER JOB DESCRIPTION

Newtownpark Parish is just completing a new Parish Pastoral Centre which is designed to the highest standards so as to be a welcoming facility for Parish and Community activities in the area of Newtownpark Avenue.

The objective of the Centre is to act as a centre for ministry within the parish and to assist in building up the catholic community in faith and love and to promote cultural and social activities and service of a Christian nature.

We are keen to recruit an experienced, committed and enthusiastic manager of the new centre who would take a lead role in developing this new facility.

The building has a large reception room, a Main Hall, 4 meeting rooms and a resource room. There is also a spacious coffee dock area. It will have state of the art Audio-Visual equipment and facilities.

JOB TITLE: Manager, Parish Pastoral Centre

REPORTING TO: Chairperson, Parish Centre Management Committee

LOCATION: Pastoral Centre, beside the Church of the Guardian Angels, Newtownpark Avenue, Blackrock, Co. Dublin

ROLE PURPOSE: 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.

RESPONSIBILITIES

GENERAL ADMINISTRATION

- Developing new customer business and maintaining good relationships with existing users, individuals and groups, including parish-based groups, commercial and non-commercial,
- Administration of the use of the Centre's facilities,
- General overseeing of a catering function and co-ordinating its services with the mainstream activities in the centre,
- Responsible for maintaining all necessary contract and scheduling documentation and for keeping proper accounting records,
- Booking, scheduling and managing the use of the Centre's facilities

PEOPLE MANAGEMENT

- Providing a welcome to all visitors, volunteers and all who use the centre,
- Accountable for recruiting, including Garda Vetting and reference checking, training, developing and motivating of employees and volunteers,
- Co-ordinate the activities of volunteers in a sensitive yet effective manner,

- Garner additional volunteer support when necessary,
- Prepare Rosters and timetables as necessary.

FACILITIES MANAGEMENT

- Accountable for proper upkeep and maintenance of the Parish Centre including plant and equipment,
- Responsible for managing reconfiguration and arrangement of meeting rooms in advance of scheduled meetings,
- Ensure procedures and protocols adhere to health and safety legislation,
- Organise waste management,
- Administer the heating and lighting systems, setting timers and raising awareness of energy efficiency and cost saving initiatives,
- Oversee the ongoing cleaning, maintenance and security of the centre,

The above contains the main outline of duties. However, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

JOBHOLDER REQUIREMENTS

KNOWLEDGE

- ✓ Previous experience in a similar role;
- ✓ People Management experience including working with volunteers;
- ✓ A sound understanding of good financial and cash handling procedures;
- ✓ Appreciative of the spirit of voluntary work in the community;
- ✓ Catering or event management experience;
- ✓ Proficient in MS office and receptive to learning other software required for the position
- ✓ Familiarity with current health and safety regulations;

BEHAVIOURS

- ✓ Excellent organisational skills with strong planning and project management experience;
- ✓ Effective communication skills and ability to work as part of a team and to work on own initiative;
- ✓ Excellent interpersonal skills and an empathetic approach regarding community/parish service;
- ✓ Flexibility and adaptability with a capacity to work irregular hours.

KEY RELATIONSHIPS

- Management Committee of the Centre;
- Parish Priest, Parish Team, committees and groups;
- Parishioners, Clients and users of the Centre;
- Volunteers.