

Job Description & Responsibilities

Job Title

Mo Chairde Community Services Programme MANAGER

Reporting To

This role reports to CFO. It also reports to the CEO and the Board of Roscommon LEADER Partnership when requested to do so.

Location

St Ronan's Hall, Keadue, Co. Roscommon, F52 N928

Main Purpose

Responsible for the day-to-day management of the centre and its finances for the benefits of service users and necessitates the identifying and pursuing of initiatives that support the sustainability of the centre

Community Services Programme

The **Community Services Programme (CSP)** is a national programme, managed by **Pobal** on behalf of the **Department of Social Protection**.

The CSP gives grants to community businesses that deliver services and create employment for people from disadvantaged groups. Funded by the Department of Social Protection and managed by Pobal.

The CSP works in communities where public and private-sector services are lacking, for example through geographical or social isolation, or because of demand deficits (i.e. where demands not being met by existing services).

The CSP works on a social-enterprise model. This means that it does not fully fund contract holders (i.e. grant recipients), but requires that they generate revenue by charging fees or raising funds. These enterprises remain responsible for their own budgets and financial and other liabilities.

Mo Chairde is funded by Pobal and the Department of Social Protection for the provision of a day & activity centre & community food services programme, servicing the needs of the older people and adults living with a disability in Keadue and the surrounding areas of North Roscommon and Leitrim. It is managed by **Roscommon LEADER Partnership (RLP)**.

Role Overview

The role of Community Services Programme Manager is to deliver the Pobal approved Community Services plan and delivery of required targets and annual work plans as per the funding agreement, and as per related complimentary programmes in compliance with all the funding requirements and external relevant Authorities requirements and standards. Development on an on-going basis business plans and funding submissions to secure funding for the continuation and

the development of the community service programme and ancillary activities relating to Mo Chairde.

The role is a pro-active fluid role with high levels of external interactions that requires responsiveness and initiative to be shown, to ensure that programme targets (both quantitative and qualitative) remain on track during the duration of the programme in respect of identified disadvantaged target groups and geographies.

Key Responsibilities

Outlined below are the key generic responsibilities. Specific targets are defined in the various funding contracts. The required deliverables in terms of measures and actions are subject to ongoing review and change, in line with national programme objectives, funding availability and the local priorities of the Mo Chairde Community Services Programme.

- Management of all aspects of the Mo Chairde in the defined area as defined by the funders and in line with the delivering of the approved business plan and funding agreements.
- Supervision of all scheme staff.
- Responsible for operation and development all the activities of the CSP project including managing all CSP staff, participants, reporting to the CFO, the Mo Chairde Committee and the Board of Roscommon LEADER Partnership who will have overall responsibility for the CSP project.
- Reporting to the CEO and the Board of Roscommon LEADER Partnership when requested to do so.
- Overseeing and or carrying out to approved standards and in accordance with all health and safety legislation.
- Ensuring that all staff receives adequate training on an ongoing basis.
- Responsible for the development and delivery of all fund raising campaigns.
- Development of business plans and sourcing and applying for existing and alternative sources of finance to sustain and grow the activities and services of Mo Chairde.
- Ensuring that all relevant administrative and reporting requirements for the project and completing all funders reporting returns, answering all funder's queries.
- A full clean driver licence is required to be maintained by the CSP Manager as work related travel will be a requirement of the post.
- To participate in strategic planning tasks as well as development of related operational work plans for all reporting staff.
- To pro-actively co-ordinate and deliver identified project outputs and outcomes (quality of impact as well as quantity), in line with programme requirements and as per funding contract requirements.

- To implement corrective actions and or propose solutions in a timely manner, as issues arise on project funding; e.g. targets set under the CSP business plan.
- To ensure that all Funders such as Pobal and the HSE are regularly updated in line with management and programme guidelines, and all paperwork is in place to substantiate audit verification visits by internal and external auditors which are agents of the funders.
- To raise PO's in line with internal guidelines and ensure management approval obtained, prior to progressing.
- To serve and support the Mo Chairde Committee which is a Sub-Committee of Roscommon LEADER Partnership.
- To support and assist groups to develop relevant policies and procedures for various projects.
- To develop the sustainability of the Mo Chairde Community Services Programme.
- To recruit and manage volunteers, ensuring they are informed of relevant policies.
- To supervise work of the CSP, RSS, CE and TUS participants.
- To research, identify, source and apply for funding opportunities.
- To ensure that all staff work plans are updated and proactively report progress against work plans, both informally and formally, in a timely manner as issues arise in relation to the role of Manager and that of all reporting staff.
- To liaise and co-ordinate with relevant external agencies.
- To provide input to end of year report and all other reporting requirements as outlined and required by the funders.
- To conduct evaluations and compile case studies.
- To represent RLP as required at events and meetings and in line with guidelines.
- Develop or support any other activities deemed suitable by the CFO, Pobal and or the Department of the Social Protection from time to time.
- Work extensively with RLP's Finance team, the CFO and the Mo Chairde Committee in the realisation of the community services business plan and development strategies which will realise the sustainability and growth of the Mo Chairde on an on-going basis.
- Carry out all duties in accordance with the agreed policies and procedures of RLP.
- The above list is not exhaustive and the job holder will be required to complete other tasks as may be reasonably assigned from time to time by management and the Board of Directors.
- Confidentiality to be maintained at all times.
- Provide cover as required for staff across the Service.

Requirements

Education

- Must be educated to Leaving Certificate or equivalent level
- Third Level qualification in Community Development, Social Science or related field is desirable

Experience

- Minimum of two years of management
- Minimum of two years in staff management
- Budget and financial management
- Project management
- Development of social initiatives

Skills/Knowledge required

- Highly organized with good time management skills
- Excellent written and oral communication skills
- Team building and leadership skills
- Interpersonal and communication skills
- Ability to network, liaise and negotiate with other local groups and agencies to form positive working relationships with local community groups and funders
- Sound knowledge of best practice in the care of older persons
- An understanding of the social and development needs of older persons and or people with disabilities
- Ability to manage a substantial budget and to maintain accurate financial records
- Excellent IT skills
- Flexibility in duties and hours
- Garda vetting and satisfactory references are essential
- Access to a car and a clean driving licence will be essential to the post

NOTE

This list of duties is not exhaustive and will change in line with the ongoing development of Roscommon Integrated Development Company's operations and services.



Your Local Development Company

