



The *North Mayo* Heritage Centre

The North Mayo Heritage Centre wishes to recruit a

Centre Manager

North Mayo Heritage Centre is currently seeking a Manager to take over the running of the Centre. The Centre is located at Enniscoe, Castlehill, Ballina, Co. Mayo and is part of the Community Services Programme funded by Pobal. The Heritage Centre comprises a Family History Research Unit, small museum, shop, organic garden, exhibition area, café and community hall and also delivers an annual Cultural and Training programme with courses and workshops throughout the year.

Duties of this post include;

- Managing the work of the POBAL-funded Community Services programme, including liaison with Pobal to complete annual reporting
- Undertaking the day-to-day management of a dynamic organisation including line management of staff and volunteers
- Working and collaborating with external partners and stakeholders to develop new initiatives
- Organising and overseeing the services, activities and funding of the Centre
- Overseeing the financial management of the company with the Board of Directors
- Compiling Business Plans and funding applications on behalf of the Centre
- Any other duties assigned by the Directors from time to time in line with the work of the Community Services Programme.

The ideal candidate will;

- Have experience in managing staff and financial management
- Have at least 3-years experience of working in a community setting
- Be flexible and self-motivated
- Have good people and organisational skills
- Have good IT and communication skills

Salary (€35,000) is in line with and subject to continued funding from the Department of Rural and Community Development under the Community Services Programme. For full job specification please email nmhcrecruitment@gmail.com

Applications should submit a covering letter with their CV by 5.00pm, Friday 29th November.

to nmhcrecruitment@gmail.com



Rialtas na hÉireann
Government of Ireland

