



KCYS Killarney Centre Manager Job Description

Location: KCYS Killarney

Reports to: KCYS Senior Management

KCYS Killarney is Ireland's first youth centre to receive the Council of Europe's Quality Label for European Youth Centres. As part of a European network of centres, KCYS Killarney serves the youth sector and young people while operating as a social enterprise and valuable community hub for a wide range of supports and services in Killarney.

The post holder will be an exceptional individual who endeavours to make a difference in the lives of young people and their families by promoting a culture of integrity and compliance within KCYS and by operating in line with our organisational purpose, vision and values.

Job summary:

The Centre Manager is required to manage and develop KCYS Killarney as a sustainable social enterprise providing a service to the young people of Kerry, our national and European partners, with an initial specific focus on the ongoing development of our 47-bed accommodation enterprise. The Centre Manager will oversee all aspects of the daily operations of the Centre to ensure quality and effective service delivery and to provide a welcoming space to young people and services who frequent the Centre.

Key Duties & Areas of Responsibility will include:

Strategic Development & Growth

- Lead the Centre's growth as a social enterprise.
- Implement a social enterprise model to achieve and exceed income targets through strategic budgeting and optimising the Centre's potential.
- Develop and deliver the Business Plan for the accommodation service in alignment with KCYS strategic objectives.
- Develop and execute a marketing plan with clear deliverables, leveraging various marketing and PR tools to enhance visibility and reach.
- Active participation in KCYS Senior Management Team.

Facilities & Operations Management

- Oversee the efficient operation and maintenance of the facility, ensuring high standards of and safety
- Ensure compliance with all relevant regulations, legislation and policies including but not confined to: Health and Safety, Safeguarding, and Rental.
- Develop and implement systems for bookings, financial processing, administrative support, communication, promotion, and public relations.
- Ensure ongoing compliance with organisational data protection policies and practices.

Team Leadership & Staff Supervision

- Lead, manage and develop the Centre team to ensure high standards of operation, service delivery and maintenance
- Provide regular supervision, mentorship, and support to staff, ensuring clarity of roles, accountability, and professional growth
- Identify training needs, facilitate training opportunities, and foster a positive, collaborative work environment.

Financial Management & Reporting

- Collaborate with Finance Department and Senior Management to oversee Centre finances, monitoring income and expenditure, developing reporting systems, and ensuring fiscal accountability

- Prepare reports, grant applications, maintain records, and fulfil other administrative duties as needed
- Pursue fundraising opportunities from public, corporate or philanthropic sources.

Professional Development & Engagement:

- Actively participate in relevant networks, structures, and events, both internal and external.
- Demonstrate a commitment to CPD, identify training needs through supervision and engage in appropriate training opportunities
- Attend regular individual supervision sessions.

Additional Responsibilities:

- Participate in organisational events, fundraising activities, and research efforts as required
- Undertake other duties as may be requested. This may include involvement in the organisation's strategic development, events, fundraising, research etc.

Requirements:

Qualifications and Experience

- Relevant degree or qualification in social enterprise, facilities management, non-profit management, hospitality management, business administration, community development or relevant field is desirable
- Experience in a management or leadership role, ideally within a social enterprise, hospitality, community organisation, or non-profit environment
- Knowledge of the voluntary & community sector
- Experience/knowledge of Social Enterprise
- Demonstrated experience in people management, including supervision, mentoring, and professional development
- Fluency in English, both written and verbal.
- Eligible to work in Ireland.

Contract

- 12-month Fixed Term Contract.
- This contract is for 35 hours per week.
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the Centre, which will involve frequent evening and weekend work.
- Salary commensurate with experience.
- Employment with KCYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks received.
- This post is subject to a probationary period.

Skills, Competencies & Attributes

- Clearly understands the role, objectives, and targets and how they fit into the work of the organisation
- Demonstrates expertise in strategic planning, financial management, and social enterprise operations
- Demonstrates strong leadership skills and the ability manage a team of people effectively
- Understands the mechanics of independent income generation / fundraising in the voluntary sector
- Demonstrates awareness of the non-profit sector, youth work and of safeguarding requirements
- Working knowledge of the software and systems required in a high-functioning social enterprise
- Excellent organisational and administrative skills, with a strong attention to detail
- Strong ability to organise the resources, processes and systems required to achieve goals
- Excellent interpersonal and teamwork skills
- Ability to communicate well and work closely across the Facilities team in the context of a community organisation
- Ability to delegate effectively and monitor the workload of others
- Effective written, verbal and IT communication skills
- Ability to determine priorities, set realistic timescales and organise own time effectively
- Flexibility and willingness to work outside normal hours as required
- Ability to think logically, use initiative, and work with minimal supervision
- High standards of ethics and integrity, fostering a positive and professional organisational culture
- Dedication to KCYS Mission and Values.