



The Stinging Fly

The Stinging Fly is seeking to appoint a General Manager

(A new hybrid and part-time role | 28 hours per week)

Summary

The Stinging Fly is seeking an experienced and highly organised individual to join our team as General Manager. This is a new part-time role supporting the organisation's governance, financial management, operations and overall effectiveness.

About The Stinging Fly

The Stinging Fly is a company limited by guarantee and a registered charity. It is governed by a voluntary board of trustees with Declan Meade, founding editor and publisher, as Chief Executive, leading a highly committed artistic and administrative team.

Our mission is to seek out, nurture, publish and promote the very best new writing, steadfastly supporting and championing writers as they work towards a sustainable practice. Our recently published [Strategy 2026-2030](#) sets out our ambition, core values, and strategic priorities for the next five years.

The Stinging Fly receives strategic funding from The Arts Council and additional support from the T.S. Eliot Foundation.

Role Overview

The General Manager is a senior leadership role with responsibilities, working alongside the CEO / Publisher and the wider team, for the effective governance, financial management, and the day-to-day operations of The Stinging Fly.

The role is part-time, 4 days per week. The General Manager will be expected to work 1 to 2 days per week in our office in Dublin 8.

Role Functions

Your duties as General Manager will include:

1. Financial Management

- Working with the CEO to manage the organisation's core income & expenditure
- Managing the organisation's annual programme budget in consultation with the CEO and Programme Manager
- Developing and maintaining sound financial systems
- Liaising with bookkeepers and payroll providers
- Working with the company's auditors to ensure timely and accurate annual audits
- Maintaining compliance with the Revenue Commissioner and CRO
- Preparing budgets for proposals/funding applications and reports in association with CEO and Programme Manager
- Coordinating grant receipts, invoices to funders & clients, payment of invoices.

2. Governance and Compliance

- Working with the CEO and wider team to ensure compliance across all governance regulations
- Maintaining adherence to the Charities Governance code
- Ensuring the company's risk register is regularly reviewed and kept up to date
- Ensuring the company is adequately covered by insurance
- Leading on the development, implementation and monitoring of all relevant policies.

3. Staff and HR Management

- Working with the CEO to manage HR processes including staff contracts, policies, leave, performance reviews and recruitment.
- Drafting and distributing contracts for individuals and organisations that The Stinging Fly engages throughout its programme
- Supporting a positive and inclusive workplace culture
- Coordinating access and wellbeing supports as well as professional development for employees

4. Stakeholder Engagement

- Assisting the CEO in the preparation of documents for board meetings, and ensuring good relationships are maintained and developed with the Board of Directors on a year-round basis
- Working with the CEO/Publisher on reporting for grant suppliers and other key stakeholders
- Supporting freelance artists who are employed by The Stinging Fly
- Building and developing relationships with colleagues across the literature and wider arts sector
- Representing The Stinging Fly as and when required at events, festivals, and sectoral gatherings.

Person Specification & Experience:

Applicants must have:

- **Leadership & Operational Experience:** Minimum three years' experience in a general management role.
- **Financial Oversight:** Demonstrated experience managing budgets, accounts, payroll, and audits.
- **HR Management:** Experience managing staff contracts, welfare, and related policies.
- **Sectoral Knowledge:** Solid understanding of the Irish arts and cultural landscape.
- **Governance:** Familiarity with the compliance obligations for charities and arts organisations.
- **Project Coordination:** Strong organisational skills with an ability to manage multiple projects simultaneously.
- **Communication:** Excellent written and interpersonal communication skills.
- **IT Skills:** Excellent IT and computer skills, including Microsoft Excel and Google Drive.

Applicants will also ideally have:

- Experience working in publishing or with a literature/arts organisation supporting writers/artists.
- An interest in literature.
- Knowledge of or experience in fundraising and development.
- Experience with contracting artists and freelance personnel on a project-by-project basis.
- A working knowledge of Quickbooks.
- A working knowledge of WordPress.

How to Apply:

Please submit a CV and a cover letter outlining your interest in the role and how you fit the requirements outlined in this call out. Please also include contact details for at least one recent employment-related referee. Cover letters should be no more than two pages.

Email your application to Declan at declan@stingingfly.org, using "General Manager Application" as the subject line.

- **Deadline:** 5pm on March 31st 2026
- **Interviews:** Held in-person in Dublin on Friday April 17th 2026
- **Start Date:** (estimated) May 11th 2026

Terms:

Hours: Part-time, 4 days/28 hours per week.

Place of work: The company works a hybrid model, working between home and its office in Dublin. The General Manager would be expected to be in the office 1 to 2 days per week. Our office is located in The Digital Hub, 10-13 Thomas Street, Dublin 8.

Reporting to: CEO

Salary: €42,000 pro rata (€33,600 per year when calculated on a pro rata basis for this role). The General Manager will be paid through The Stinging Fly's payroll on a monthly basis.

Holiday: 22 days per year, pro rata (18 days per year when calculated on a pro rata basis for this role)

Pension: 5% employer contribution
(% employee contribution required - level undetermined)

Contract term: 3-year fixed term contract

Equal Opportunities:

The Stinging Fly is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace and strongly encourage applications from individuals of all backgrounds and identities. We do not discriminate on the basis of gender, marital status, family status, sexual orientation, religion, age, disability, race, or membership of the Traveller community, in accordance with the Employment Equality Acts 1998-2015.

When invited to interview, candidates will be given the opportunity to share any access requirements they may have.