

Community and Schools Engagement Manager

Job Description



Clondalkin Community Facilities (CCF) is a new organisation, responsible for management, governance and operations of three community centres in North Clondalkin. The three community facilities overseen under management by CCF are based in Balgaddy, Neilstown and Rowlagh, all in the North-Clondalkin area of South Dublin County. The three centres are owned by South Dublin County Council, who provide a management license to the CCF Board of Clondalkin Community Facilities, a company limited by guarantee, with a Board of locally elected directors, including representatives from South Dublin County Council, the local community and key stakeholders. YMCA Dublin is engaged by CCF to oversee and manage the day-to-day operation of the community facilities on behalf of the Board of CCF.

Overview of Role:

The Community and Schools Engagement Manager will be based in the Clondalkin community (Neilstown, Rowlagh, Balgaddy) where YMCA Dublin has been invited to establish a presence. This role will work across all 3 centres.

The focus of the work will be to directly address social exclusion and the negative impacts of poverty and marginalisation in the Clondalkin community. The manager will do this by utilising a community development approach to strengthening the capacity of the community to work together. This role will include developing and delivering programs, facilitating communication, identifying community needs, working with local schools to identify needs, building partnerships, and reporting on progress. This role requires strong communication, facilitation, and relationship-building skills.

CONTEXT FOR APPOINTMENT

YMCA are seeking to recruit a Community and Schools engagement manager who ideally has experience of working at a management level in a charity and can bring excellent facilitation and relationship building skills.

This is an exciting time to be joining YMCA Dublin as the organisation grows into new communities.



THE POSITION



Title	Community and Schools Engagement Manager
Reporting to	Clondalkin Community Regional Manager
Direct Reports	CE Staff, Youth Work Staff, Childcare Staff
Place of Work	Rowlagh, Neilstown and Balgaddy Community Centres
Working Hours	Full-time – 37.5 hours per week , You will be required to work one Saturday per month and act as On Call out of hours.
Salary	€45,000
Nature of Post	3 year

ROLE SUMMARY

We are seeking an individual who is inspired by playing an important role in changing people's lives and therefore communities. We are all about creating inspirational pathways and opportunities, opening doors and welcoming all to get involved and make a positive difference. Working with us means helping children, young people and families at all levels of ability, from all walks of life, to develop their self-esteem and potential in new ways.

You will be responsible for building strong relationships between YMCA Dublin, local schools, and the wider community. This role involves developing, implementing, and evaluating outreach initiatives, partnerships, and programs that foster engagement, support YMCA values and goals, and enhance the organisation's visibility and impact.

Centre Management Duties.

- As Manager, you will have responsibility for ensuring effective maintenance of the buildings and facilities, including the supervision of contractors and others regarding work carried out in the centre.
- To co-ordinate, supervise, support, direct and motivate staff and volunteers. Support Tus and CE participants who are based at the Centres while liaising with their supervisors.
- To lead the team by example and resolve any issues in a fair and transparent manner in line with YMCA policies & procedures.
- Ongoing support and supervision of volunteers
- Provide support and Supervision to designated staff
- Work to an annual plan to which will be agreed with your line manager
- Day to day management for example drawing up rotas, booking overviews, Purchase Order approvals etc.

School Engagement:

- Act as a key point of contact for schools to implement and support projects.
- Organising, managing, and developing activities, events, and programs within schools and community centres.

Community Engagement:

- Maintain a strong presence within the community to understand evolving needs and foster a positive image of the YMCA.
- Develop strategies in relation to communication with the local community.
- Establish and facilitate events for the local community.
- Develop strong relationships and networks with residents and community groups to encourage participation in local activities and projects, with a particular focus on hard-to-reach or disengaged individuals
- Using community development approaches enable and work alongside local people to gain the knowledge, skills and attributes to become leaders within their own community
- Supporting individuals, young people and families through the provision of advice, signposting and referrals.
- Develop an outreach strategy to ensure the inclusion of those most marginalised in the community.

Project Coordination & Evaluation:

- Utilise, maintain and develop the organisations evaluation systems to measure the effectiveness and impact of youth and community projects.
- Use data analysis to identify successful practices and areas for improvement, leading to continuous project enhancement.
- Oversee the coordination and execution of various youth and community initiatives.

Administration

- Maintain accurate records and provide regular reports on outcomes,
- Maintain essential administration, child protection, and health and safety requirements relating to the service when required.
- Ensure that all activities comply with organisational policies and legal frameworks e.g. health and safety legislation, child and adult at risk safeguarding.
- Represent YMCA Dublin at meetings, events, and networks.
- Work to a set budget
- Accessing funding as appropriate.
- Participate in team meetings and supervision.
- Abide by YMCA policies and procedures



Community



Youth Spaces



Childcare



WELCOMING, INCLUSIVE, EMPOWERING, CARING, RESPONSIBLE

- Desirable to hold a degree in social work, community development, youth studies, or a related field, but extensive relevant experience in one of these areas will be viewed equally.
- Proven experience in project management, community development, or youth work.
- Demonstrated understanding of youth-related challenges and community needs.
- Excellent communication and interpersonal skills to effectively engage with diverse stakeholders.
- Be a champion of equality, empowerment and social justice
- Be skilled in relationship building with residents, staff and volunteers
- Be creative, solution focused, collaborative and forward thinking
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Strong organisational and project management abilities to oversee multiple initiatives simultaneously

KPIs / PRIORITIES AFTER 6 MONTHS

After 6 months in the role, you will be expected to be working towards the following KPIs and priorities:

- ✓ Have a comprehensive understanding of the organisation, mission, ethos and service delivery.
- ✓ Design and initiate targeted community projects that align with YMCA's strategic priorities and goals for community hubs.
- ✓ Established strong relationships with community groups, and other relevant organisations to lay a foundation for partnerships and community trust.
- ✓ Evaluation and Data Collection: Using our CRM, track and assess the impact of community initiatives and gather data to inform future efforts.