**Job Description**

**Manager**

**‘The Workhouse Dunfanaghy’**

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**Job Title: Manager**

**Contract: Fixed Term (subject to contract)**

**Employer:** **Donegal Famine Heritage Centre (Dunfanaghy) CLG**

**Location: ‘The Workhouse’ Dunfanaghy**

**Eligibility: Specific eligibility / qualifying criteria applies for the position (see below)**

**Salary: €32,000 pro rata**

**About ‘The Workhouse’**

‘The Workhouse’ is a multi-purpose community, cultural, arts and local history exhibition centre based in Dunfanaghy County Donegal. As a landmark heritage building within the town and Donegal, ‘The Workhouse’ plays a central role in all aspects of the social, cultural and community life of Dunfanaghy and has done so for centuries.

The committee of Donegal Famine Heritage Centre (Dunfanaghy) CLG is committed to preserving, conserving and developing the facility for future generations. We are currently seeking a suitably qualified candidate for the role of ‘Manager,’ to support our ongoing development plans.

The committee of ‘The Workhouse’ has secured funding from the *Department of Rural and Community Development*, administered by *Pobal*, to support the implementation of a new business plan in support of the ongoing development of the facility during the period 2019-2021. This position is funded under the *‘Community Services Programme’* and specific eligibility/qualifying criteria applies in respect of our recruitment for this position, in accordance with the guidelines for the programme (see eligibility/qualifying criteria section below).

**Manager - Role and Responsibilities**

Reporting to the Board of ‘The Workhouse,’ the duties of the Manager will include but will not be limited to:

* Managing the facility on a day-to-day basis and coordinating an annual work programme
* Managing staff funded through different programmes and schemes, developing and implementing policies, procedures, work rota for the effective management of staff and volunteers
* Developing a range of new services, activities and events at the centre and coordinating an annual series of exhibitions and events
* Maximising the revenue generated by the facility, marketing the facility, maximising occupancy rates, visitor numbers and fundraising opportunities
* Financial management (incl. producing regular updates for the Board on financial matters)
* Office administration, including but not limited to keeping records and paperwork as required by a Pobal-funded organisation
* Marketing The Workhouse to potential visitors (incl. social media marketing and content generation)
* Facilities management and IT (as required from time to time)
* Developing new services within a social enterprise
* Applying for and securing grant funding
* Reporting and accounting for all income and expenditure, providing reports and presentations monthly to the board of Directors
* Reporting performance achievements in line with agreed targets
* Developing new working partnerships across the statutory, community and voluntary sectors and liaising with funders
* Marketing of ‘The Workhouse’ as a visitor and tourist destination, developing new lines of business and online booking system platforms
* Other duties in support of the effective operation and development of the facility as requested by the Board of Directors

**Essential Requirements**

* A minimum of three years previous management experience in the development of a community, heritage or social enterprise facility
* Experience of managing a team of staff
* Financial management and reporting expertise
* Access to own transport for business use
* A commitment to the preservation, conservation and development of a unique heritage building

**Desirable Requirements**

* Knowledge of best-practice approaches to Social Enterprise development
* Experience gained in the development of an arts, culture, heritage centre
* Experience of multi-method marketing approaches
* A flexible approach to work hours and availability to include evening and weekend work

Please note that the committee reserves the right to enhance any of the role requirements as part of the shortlisting process.

**Salary: €32,000 (pro-rata)**

**Hours: 39 hours per week (pro rata)**

**Probation: A 6 month minimum probation period will apply**

**Please note that this position is subject to funding.**