**SDCP Community Facilities Manager – Full Time**

 A vacancy has arisen for a Community and Facilities Managerin South Dublin County Partnership. South Dublin County (SDC) Partnership works with people who are socially excluded or are at risk of becoming so, and promotes social cohesion and labour market participation with a focus on the most disadvantaged communities. This is achieved through the development and delivery of a range of programmes within Health and Wellbeing, Education, Employment Training Supports, Work and Job Placements, Enterprise Initiatives, Early Childhood Services and Community Development.

**JOB DESCRIPTION –COMMUNITIES FACILITIES MANAGER for two locations**

**Job Title:** Community Facilities Manager

**Reporting to**: Health and Wellbeing Senior Manager

**Specific Duties for each Centre:**

**Facilities:**

* Managing a variety of services in the building and departments such as reception, waste disposal, security, parking, cleaning, and surrounding environment is a suitable working condition to work.
* Ensuring the building's layout and space is used to its full potential.
* Purchase new equipment/supplies when needed for the building
* Oversee the diary of room usage/rental. Ensuring community programs that currently utilized the space are prioritised to ensure good community connections.
* Managing room rental for SDCP programs/meetings and outside services.
* Manage and support CE staff to help run the facility.
* Order and maintain stock in relation to the facilities management service provision
* Link with Care and Repair team for needed supports
* Develop policies regarding COVID compliancy
* To be the COVID Compliance Officer for both sites.
* Ensuring all SDCP policies are adhered to on both sites.
* Create and enhance positive supportive friendly work place culture.
* Ensuring maintenance and health and safety are carried out to appropriate standards.
* Ensuring the ethos of supporting the health and wellbeing of the community of Clondalkin is supported.
* Oversee the upkeep of equipment and supplies, determining and scheduling repairs or renovation projects, and coordinating safety inspections.
* Produce reports to Health and Wellbeing Manager
* Adhere to SDCP Health, Safety, Environmental, and Quality Policies and to comply fully at all times.
* To report immediately all accidents involving injuries and illness verbally to your immediate superior and a First Aider and make or have made on your behalf, an entry in the SDCP Accident Book. SDCP’S Health and Safety Manager will support this.
* To inform the SDCP Health and Safety Manager immediately of any work situation which you reasonably consider represents a serious and immediate danger to health & safety.

**Application process**

**Applications by post only**

**Envelope must be clearly marked “SDCP Community Facilities Manager” Post**

Three copies of CV and application letter to be sent to

Administration & Operations Department

South Dublin County Partnership

Unit D1,

Nangor Road Business Park,

Nangor Road,

Dublin 12

**Closing Date for receipt of applications**: **5pm 6th January 2021**

Late applications cannot be considered. Please note that no individual correspondence will be entered into.

**South Dublin County Partnership is an Equal Opportunity Employer.**