The North Mayo Heritage Centre wishes to recruit a

**Centre Manager**

We are currently seeking a Manager for the North Mayo Heritage Centre. The Centre is located at Enniscoe, Castlehill, Ballina, Co. Mayo. The Heritage Centre manages a Family History Unit, an Exhibition Area, Organic Garden, Conference Centre, Cafe and Book Shop. The Centre also delivers an annual Cultural and Training programme.

**Duties of post to include;**

* Managing staff and volunteers within North Mayo Heritage Centre.
* Organising and overseeing the services, activities and funding of the centre
* Overseeing the financial management of the company with the Board of Directors
* Compiling Business plans and funding applications on behalf of the centre
* Any other duties assigned by the Directors from time to time in line with the work of the organisation.

**The ideal candidate will;**

* Have experience in managing staff and financial management
* Have at least 3 years experience of working in a community setting
* Be flexible and self-motivated
* Have good people and organisational skills
* Have good IT and communication skills

Salary is in line with and subject to continued funding from the Department of Rural and Community Development under the Community Services Programme. For full job specification please email nmhcrecruitment@gmail.com

Applications should submit a covering letter with their CV

to nmhcrecruitment@gmail.com