



Applicants are invited to apply for the positions of

**MANAGER**

and

**Craft, Shop and Farmers' Market ADMINISTRATOR**

Úna Bhán Tourism Co-Operative Society invites applications for two positions; a Community Services Programme (CSP) **MANAGER** and an **ADMINISTRATOR** for the Craft, Shop and Farmers Market at its Centre based in the grounds of King House, Boyle, Co Roscommon.

**Úna Bhán** is funded by the Department of Rural and Community Development and is supported by Pobal under the Community Services Programme.

The role of the **MANAGER** is to deliver the Community Services Programme to support the development and marketing of community based rural tourism initiatives and other community events and activities in Co. Roscommon as well as the delivery of skills training initiatives. A core objective of the CSP is to target social disadvantage. This is a full-time position; applications are being sought from diligent and enthusiastic candidates who preferably have previous experience working in a CSP role with management or supervisory skills. Knowledge of accounts, filing returns and financial reporting is essential along with a keen sense of business development and excellent organisational skills. This is a challenging and rewarding position for a suitable applicant. Salary is €33,800 per annum.

The role of the **ADMINISTRATOR** is a full-time position. Applications are being sought from creative and experienced retail-based individuals who are interested in working with local artisan producers, authors and creatives, sourcing and marketing high quality crafts. The role will include organising workshops and running a busy retail outlet. The successful applicant should be familiar with the app Shopify and preferably have worked within e-commerce in a previous role. Strong customer skills are essential. In addition, the successful candidate will be responsible for supervising stallholders at the weekly Farmers' Market. Salary is €24,765 per annum.

Full time positions, 37.5 hours per week, based in Boyle, Co. Roscommon.

Satisfactory references will be required. Short listing will apply.

[Job Description is available at www.rosleaderpartnership.ie/job-opportunities](http://www.rosleaderpartnership.ie/job-opportunities)

To apply for the above positions, please submit your CV and letter of application marked Confidential, clearly stating which position you are applying for:

via email to [karenlitton7@gmail.com](mailto:karenlitton7@gmail.com) or

by post to Karen Litton, Secretary, Úna Bhán, Grounds of King House, Boyle, Co. Roscommon

**Closing date for receipt of applications is Friday 11<sup>th</sup> October 2024**



**Rialtas na hÉireann**  
Government of Ireland