

Job Description



Job Title

Community Services Programme **MANAGER** at Úna Bhán Tourism Co-operative Society

Reporting To

This role reports to the Úna Bhán Tourism Chairperson and Management Committee

Location

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 (CSP).

Role Overview

The core 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 County Roscommon, as well as the delivery of skills training initiatives targeting social disadvantage.

The Manager will be responsible for ensuring that the CSP is managed in compliance with the Úna Bhán Business Plan and the contractual agreement with Pobal **and is also** responsible for ensuring that all Pobal contract requirements are adhered to and will be responsible for reporting adherence to the Board. The Manager will on behalf of the Board communicate with Pobal and implement their policies and procedures in relation to the CSP.

KEY RESPONSIBILITIES:

Finance, Reporting and Administration:

- Manage the Úna Bhán Tourism budgets and finances and produce records and reports to the Community Services Programme and other funding bodies as required.
- File Returns, undertake book-keeping and general accounting, payroll, banking etc.

Sustainability:

- The Manager will be required to ensure the ongoing sustainability of the organisation by overseeing the Retail Outlet/Craft Shop and by initiating additional revenue earning streams.

Governance & Procedures:

- Manage delivery of Business Plan, Strategic Plan & all related Plans.

Staffing:

- Overall responsibility for management & development of staff employed under the Community Services Programme.

Services & Activities and Income Generation Avenues:

- Plan and manage the ongoing development of Úna Bhán Tourism and its related activities in line with the Community Services Programme plan.

Marketing:

- Actively raise the profile of Úna Bhán Tourism, Boyle Craft Shop and The Courtyard Market and brand as a nationally recognized Tourism Centre of high-quality Irish craft & artisan food.
- Responsibility for overall management of the Farmers' Market held every Saturday.

Services/Activities:

- Oversee marketing and promotion of services provided and embed Úna Bhán as a Centre of Excellence providing activities and support for tourists and the community.

A more detailed and comprehensive Job Description will be provided to the successful candidate.

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.



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