



## Centre Operations & Development Assistant Job Description

**Location:** KCYS Youth & Community Centre, Tralee

**Reports to:** Centre Manager, KCYS Tralee

### **Job Summary:**

Support the Centre Manager and staff team in developing and maintaining the centre as a social enterprise through income generation, promotion, and effective operational management. Ensure the centre is safe, well-maintained, and efficiently run while providing administrative, reception, caretaking, programme, and event support.

The role contributes to the mission and values of KCYS by supporting services that positively impact young people, their families, and communities, while maintaining high standards of compliance, integrity, and professional practice.

### **Key Duties & Areas of Responsibility will include:**

#### **Social Enterprise & Income Generation**

- Support the Centre Manager and wider team in the ongoing development of the centre as a social enterprise.
- Identify and pursue funding opportunities, including fundraising initiatives and grant applications.
- Promote facility usage to maximise income generation.

#### **Administration, Office Operations & Systems Development**

- Provide reception and general administrative support.
- Process financial transactions as required.
- Support development and improvement of administrative and operational systems.
- Support development of systems that enable sustainable service delivery (e.g. booking systems, promotional strategies).

#### **Marketing, Communications & Promotion**

- Develop and circulate promotional materials and information on centre, programmes, services, room hire opportunities and organisational activities and events.
- Manage and maintain the centre's online presence (social media and website) in alignment with the wider organisation.

#### **Programme & Community Engagement Support**

- Support delivery of community programmes that promote the personal, social, and emotional development of young people.
- Assist with programme planning, preparation of materials, promotion, and coordination of facilitators.
- Liaise with service users and the public to support engagement and effective use of the centre.

#### **Facilities Management & Caretaking**

- Support the delivery of caretaking responsibilities and day-to-day centre operations.
- Ensure the building is safe, secure, and maintained to required standards.

- Monitor and support compliance with health and safety requirements.

### **Governance & Compliance**

- Maintain accurate records, reporting and documentation in line with KCYS requirements.
- Ensure compliance with organisational policies, GDPR, safeguarding, health and safety and ethical practice.
- Support KCYS planning and reporting processes.

### **Professional Practice & Organisational Contribution**

- Attend supervision and engage in reflective practice and professional development.
- Contribute to organisational activities, including events, fundraising and research.
- Engage with internal and external networks, training, and relevant events.
- Undertake other duties as required in line with the needs of the organisation.

### **Requirements:**

#### **Qualifications and Experience**

- Eligibility for employment under the \*Community Services Programme is mandatory – see below
- A relevant qualification (i.e. Marketing, Social Media, Office Administration) is desirable
- Experience in a similar role
- Knowledge of information technology, graphic and/or website design is desirable
- Knowledge of the voluntary & community sector is desirable
- Fluency in English, both written and verbal
- Eligible to work in Ireland

#### **Skills, competencies & attributes**

- Excellent organisational, maintenance, computer/digital literacy and/or administrative skills, with a strong attention to detail
- Effective written, verbal and IT communication skills.
- Works effectively within a team and independently
- Is self-motivated and shows a desire to continuously perform at a high level
- Must be flexible and prepared to work outside normal hours as required.
- Has the ability to think logically, use initiative and work with minimum supervision.
- Uses resources effectively, challenging processes to improve efficiencies.
- Knowledge of information technology & networks is desirable
- Commitment and adherence to KCYS's values

#### **Contract**

- Fixed Term Contract up until 31st December 2026
- 37.5 hour per week
- The nature of this post requires the holder is flexible in working hours to cover the operational times of the service and the centre, which will involve frequent evening and weekend work.
- €28,392 per annum
- Employment with KCYS is subject to a satisfactory response from the Garda Vetting Unit being received in relation to any candidate under consideration and satisfactory reference checks being received.
- This post is subject to a probationary period.

## **\*Community Services Programme – Eligibility Criteria**

You may be eligible if you are:

- Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF)
- Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit
- Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit
- Stabilised and recovering drug mis-users
- People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- Ex-prisoners

**More information on your eligibility and retention of other social welfare entitlements may be obtained from your local social welfare office.**

**A CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DEASP, and retained by the employer for each employee.**



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