



KCYS Centre Development & Social Enterprise Manager Job Description

Location: KCYS Killarney
Reports to: Chief Executive Officer

Introduction

KCYS has been working with young people, families, volunteers and communities in Kerry since 1971. Our work is rooted in youth work, voluntary participation, inclusion, respect and community.

KCYS Killarney has an important European youth work history and was Ireland's first youth centre to receive the Council of Europe Quality Label for Youth Centres. KCYS is now reviewing and developing the next phase of the Centre's role, including its identity as a youth, community, social enterprise and European-facing centre. The Centre includes accommodation, meeting rooms and activity spaces, and has real potential to be a busy, welcoming place where young people, families, community groups, local agencies and partners can connect, learn and participate.

KCYS is now looking for a Centre Development & Social Enterprise Manager to help lead the next stage of the Centre's development. We want the Centre to be active, connected, financially sustainable and clearly rooted in the needs of young people and the local community, while also developing its potential as a place for youth participation, non-formal education, inclusion and European youth work.

This role will suit someone with energy, initiative, good judgement and a strong connection to the mission and values of KCYS. We recognise that applicants may bring different skills and experiences to this role. Expertise in every area is not expected. We are looking for someone who is open to learning, willing to develop new skills, and able to use their strengths to create practical opportunities and positive outcomes for young people and the wider community.

Job summary:

The Centre Development & Social Enterprise Manager will manage and develop KCYS Killarney as a welcoming youth, community and social enterprise centre, with a key role in shaping the next stage of the Centre's identity, activity and impact. The role includes responsibility for the day-to-day running of the Centre, including accommodation, room hire, bookings, staff, facilities, income, promotion and reporting. A key part of the role will be to increase activity in the Centre and ensure its spaces are used in ways that support young people, families and the wider community.

The successful candidate will build relationships with community groups, local agencies, youth and family services, schools, European partners and other stakeholders to create meaningful opportunities for young people in Killarney and beyond.

The role will also include developing the Centre's accommodation and room hire income. This income is important because it helps KCYS support young people, families and communities, and can contribute to the development of wider youth work opportunities.

The Centre Development & Social Enterprise Manager will work with the CEO, Senior Management Team and relevant colleagues to develop the Centre as a coherent youth, community, social enterprise and European-facing centre. This will include contributing to the development of a clearer Centre identity, a practical programme of activity, and KCYS's response to the Council of Europe Quality Label recommendations.

This is a broad and developmental role. We recognise that applicants may come from different backgrounds, including social enterprise, community development, youth work, hospitality, non-profit management or related fields. Previous experience in European youth work would be helpful, but it is not essential. The successful candidate will not be expected to bring expertise in every area, but will need strong judgement, initiative, openness to learning, and the ability to turn ideas and opportunities into practical work with young people and the wider community.

Key Duties & Areas of Responsibility will include:

Strategic Development & Growth

- Lead the development of KCYS Killarney as a welcoming youth, community and social enterprise centre.
- Strengthen the identity and role of Killarney Youth Centre within KCYS and the wider community.
- Increase appropriate use of the Centre by young people, families, community groups, schools, agencies and partners.
- Develop and deliver a practical business plan for accommodation, room hire, training, events and other suitable use of the Centre.
- Build strong relationships with local, national and European partners to create practical opportunities for young people and the wider community.
- Work with KCYS colleagues to develop Centre-based activity linked to youth participation, inclusion, non-formal education, community engagement and European youth work.
- Support KCYS's review and response to the Council of Europe Quality Label recommendations, including self-assessment, action planning and evidence of progress.
- Promote the Centre's activities, impact, opportunities and events through appropriate communication and engagement channels, ensuring it is more visible, active, welcoming and relevant.
- Take an active part in the KCYS Senior Management Team.

Facilities & Operations Management

- Ensure the Centre is safe, welcoming, clean, well managed and fit for purpose.
- Ensure compliance with relevant regulations, legislation and KCYS policies, including health and safety, safeguarding, data protection, accommodation, rental and facility use.
- Manage effective systems for bookings, payments, administration, communication, room use, accommodation and shared facilities.
- Work with relevant colleagues to identify and respond to building, maintenance and facilities issues.
- Ensure the Centre's facilities and accommodation support youth work, community use, social enterprise activity and potential European youth work programmes.

Team Leadership & Staff Supervision

- Lead, manage and support the Centre team.
- Provide regular supervision, guidance and support to staff.
- Ensure staff have clear roles and understand what is expected of them.
- Support staff development and identify training needs.
- Foster a positive, respectful and accountable working environment.
- Work collaboratively with colleagues across KCYS, recognising that the role will require support and input from people with different areas of expertise.
- Work with youth work colleagues to support coherent Centre-based activity, including youth participation, inclusion, non-formal education and European youth work.

Financial Management & Reporting

- Work with the Finance Department and Senior Management to oversee Centre finances.
- Monitor income and expenditure and report on progress against agreed targets.
- Maintain accurate records for bookings, income, expenditure, occupancy, room use and activity.
- Prepare reports, grant applications and records as required.
- Pursue suitable fundraising and income-generating opportunities from public, corporate, philanthropic or community sources.
- Ensure income-generating activity supports the mission and values of KCYS and contributes to practical opportunities for young people and the wider community.
- Support the development of a financially realistic model for Centre-based youth work, accommodation, room hire, partnership work and European youth work opportunities.

Professional Development & Engagement

- Take part in relevant networks, structures and events, both internal and external.
- Show a commitment to ongoing learning, supervision and professional development.
- Develop a good working understanding of European youth work, the Killarney Centre's European youth work history, and the Council of Europe Quality Label for Youth Centres.

- Engage with relevant European youth work opportunities, networks and partners where appropriate.
- Work with KCYS colleagues to explore how European youth work can create useful opportunities for young people, staff and the wider community.
- Support the development of Centre-based activity linked to youth participation, democracy, human rights, inclusion, intercultural learning and non-formal education.
- Contribute to records, reports and evidence of progress linked to the Centre's development, impact and European youth work dimension.

Additional Responsibilities

- Support KCYS tell the story of Killarney Youth Centre in a way that is accurate, grounded and aligned with the Centre's development.
- Maintain good records of activity, outcomes, community engagement and impact.
- Undertake other duties as may be requested, including involvement in organisational development, events, fundraising or research.

Requirements:

Qualifications and Experience

- A relevant degree or qualification in social enterprise, facilities management, non-profit management, hospitality management, business administration, community development, youth work, education, non-formal education or a related field is desirable.
- Experience in a management, coordination, development or leadership role.
- Experience in a social enterprise, hospitality, community organisation, voluntary sector, youth work, education or non-profit setting would be an advantage.
- Knowledge of the voluntary and community sector.
- Experience or knowledge of social enterprise, income generation, accommodation, fundraising or business development would be an advantage.
- Experience working with community groups, local agencies, youth and family services, schools or other local networks would be an advantage.
- Experience developing programmes, events, training, leadership opportunities, community initiatives or educational activity would be an advantage.
- Experience of European youth work, Erasmus+, Léargas, international youth work, intercultural work, human rights education, non-formal education or youth participation would be an advantage.
- Experience in managing people, including supervision, support and staff development.
- Fluency in English and eligibility to work in Ireland is essential.

Applicants are not expected to have experience in all of these areas. KCYS welcomes applicants who bring strong relevant experience in some areas and are willing to learn and develop in others.

Contract

- This new role is offered on an initial 36-month fixed-term contract, subject to the continued availability of funding and organisational requirements.
- This contract is for 35 hours per week.
- The role requires flexibility in working hours, including evening and weekend work.
- Salary Band €45,000 - €58,000, commensurate with experience.
- Employment with KCYS is subject to satisfactory Garda vetting and reference checks.
- This post is subject to a probationary period.

Skills, Competencies & Attributes

Strategic and Developmental Capability

- Understands the role, objectives and targets and how they fit into the work of KCYS.
- Can work with colleagues to turn strategic ideas into realistic plans, develop new activities and follow through on delivery.

Leadership and Teamwork

- Has strong leadership skills and can manage a team effectively, including delegating responsibilities and monitoring delivery.
- Has strong interpersonal and communication skills and works effectively across teams.
- Can build confidence in others, value different areas of expertise and seek support where appropriate.
- Is willing to learn, seek support and work with colleagues rather than being expected to hold all areas of expertise alone.

Financial and Commercial Awareness

- Has good financial awareness and can work with budgets, income targets and reports.
- Understands independent income generation and fundraising in the voluntary sector.
- Is commercially aware while staying grounded in the mission and values of KCYS.

Sector Knowledge and Commitment to Learning

- Has an awareness of the non-profit sector, youth work and safeguarding.
- Has an interest in youth work, community development, social enterprise or the voluntary and community sector.
- Is open to learning and willing to develop skills across centre management, social enterprise and youth work, including European youth work, non-formal education, youth participation and the Council of Europe Quality Label, recognising that expertise in every area is not expected at appointment.
- Understands the importance of safe, open and welcoming spaces for young people.

Organisation and Delivery

- Can manage a broad developmental role by organising people, resources and processes, setting realistic priorities and remaining focused on delivery.
- Has good organisational, administrative and IT skills.
- Can prioritise work, set realistic timescales and manage time well.

Communication, Relationships and Representation

- Can build relationships with community groups, local agencies, youth and family services, schools, businesses and local, national and European partners.
- Is comfortable promoting the Centre and representing KCYS externally.

Personal Attributes and Values

- Has energy, initiative and creativity and can work with appropriate independence.
- Is flexible and willing to work outside normal hours when required.
- Has high standards of ethics and integrity and understands the importance of authenticity and evidence when developing new areas of work
- Is committed to KCYS Mission and Values.