



APLEONA IRELAND LIMITED



#JOB-2423382



FINGAL COUNTY COUNCIL, BLOCK 1/2, Grv
Rd, Blanchardstown, Dublin 15, D15 W638



No of positions : 1



Paid Position



40 hours per week



42000.00 Euro Annually



11/12/2025



08/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://api.occupop.com/job/application/community-centre-manager-fd466?source=>



Open your camera
app & point here
to view this ad
online



Community Centre Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are looking for a Community Centre Manager to join our team in Dublin 15, Ireland

Working Pattern: Monday to Friday, from 08:30 to 17:00

About the Role

You'll be the main point of contact for the Centres, ensuring they run smoothly and serve the local community effectively. This includes everything from managing staff and budgets to developing business plans and strengthening partnerships with stakeholders, such as schools, resident groups, Fingal County Council, and other relevant organisations

Main duties and responsibilities

- Lead daily operations and report monthly to the Board
- Develop and implement business and marketing plans
- Manage financial performance, budgets, and funding applications
- Maintain the centre to a high standard of safety and cleanliness
- Recruit, supervise, and support staff
- Engage with local organisations to ensure diverse, inclusive services
- Ensure compliance with all health, safety, and governance policies

Requirements:

- 2+ years in a management role, ideally within community services or not for profits
- Strong leadership, financial, and organisational skills
- Excellent communication and problem-solving abilities

Comfortable with budgeting, planning, and reporting

Familiarity with health and safety legislation and facility management

IT literacy and confidence using digital tools

Desirable Attributes

Motivated, solution oriented, and approachable

Experience managing KPIs and community stakeholders

Flexible, with a hands-on approach to team support

We are looking forward to hearing from you!

- **Sector:** administrative and support service activities

Career Level

- Managerial