



Rush Multipurpose & Youth Facility CLG



#JOB-2460283



Mill Bank, Rush, Co. Dublin, K56 CC90



No of positions : 1



Paid Position



25 hours per week



17.00 Euro Hourly



27/07/2026



24/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : chairperson@rmyf.ie



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



Community Centre Services Coordinator

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

Rush Multi-Purpose & Youth Facility: Community Centre Services Coordinator

RUSH MULTI-PURPOSE & YOUTH FACILITY (RMYF)

Role: Community Centre Services Coordinator

Location: Millbank, Rush, Co. Dublin

Hours: 25 hours per week (subject to funding)

Term: Fixed term six-month contract, subject to review and funding

Directly Reports to: Chairperson of the Board of Directors

Salary: €22,100 pro-rata (25 hours per week), paid monthly in arrears.

About RMYF

RMYF CLG is a registered charity operating a community facility under licence from Fingal County Council. The Centre delivers community and youth services while developing sustainable commercial income through room hire, partnerships, grants, and community initiatives. The Coordinator will lead and direct the day-to-day operation of the Centre and work closely with the Chairperson and the Board, to implement its strategic plan. This is an exciting opportunity for a motivated and community-focused professional to lead a well-established community facility and help shape its future development and sustainability.

Job Summary

The Community Centre Services Co-Ordinator will support the Board of Directors in driving the day-to-day management and operations of RMYF. The successful candidate will prepare, direct, and manage day-to-day operations of the Centre, manage and direct staff, community employment participants and volunteers, support governance, and compliance, and assist in delivering the

Board's strategic objectives. In addition to an operational role, the Co-Ordinator will contribute and assist with business development, grant applications, partnerships, and service improvements.

Why Join RMYF?

This is an exciting opportunity to play a key leadership role within a respected community organisation. You will:

Make a positive impact in the local community

Lead and support a dedicated team of staff and volunteers

Build partnerships and strengthen community engagement

Contribute to the future growth and sustainability of the Centre

Work closely with an experienced and committed Board of Directors

Enjoy a varied role with significant autonomy and responsibility

Key Responsibilities

Prepare and manage day-to-day operation of the Centre and ensure high standards of customer service.

Undertake evening and weekend duties as required.

Manage and direct staff, Community Employment participants and volunteers, including rotas, duties, supervision, reporting, and training.

Oversee bookings, licence holders, contractors and proactive facility maintenance programmes and projects.

Grow sustainable income through room hire, events and commercial initiatives.

Promote RMYF through marketing, social media and community engagement.

Ensure compliance with Health & Safety, Safeguarding, GDPR and organisational policies.

Provide financial administration, budgeting, and expenditure monitoring.

Prepare grant applications, funding opportunities, and community partnerships.

Prepare operational reports for Board meeting

- **Sector:** arts, entertainment and recreation

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Driving Licence:** Full: A1, B
- **Proximity to Vacancy:** 20 Kilometres

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Collaboration, Decision Making, Initiative, Management