

## **JOB DESCRIPTION – CENTRE MANAGER**

### **Overall Purpose of Role**

Reporting directly to the Chairperson and Board of Directors, the Centre Manager will be responsible for delivering on the vision, mission and strategic plan of the organization, including managing the budget. They will oversee the development and implementation of the Centre's programmes and services on behalf of the Board.

### **Service Management**

- Oversee management of clinical caseload
- Provide leadership and mentoring to all team members
- Overall responsibility for HR management, including performance management, training & development opportunities and participation in appropriate decision making.
- Oversee collection of statistical data through Mosaic, RCI's purpose-built data collection system, ensuring adherence to GDPR.

### **Policy**

- Oversee development, review and implementation of WRSAC policies and po
- Contribute to the ongoing development of research, knowledge and policy in the sexual violence sector.

### **Communications**

- Promote the aims and objectives of WRSAC at local, regional and national levels.
- Develop and maintain positive, collaborative relationships with key stakeholders.
- Represent WRSAC on various committees.
- Participate in Rape Crisis Ireland structures.
- Manage promotion of WRSAC services through various means.
- Act as spokesperson for WRSAC including production of press releases and participation in media interviews as appropriate.

### **Strategy**

- Manage the development, implementation, monitoring and review of WRSAC strategic plans
- Manage the day-to-day operations in line with roles, responsibilities and procedures adopted by the Board of Directors.
- Ensure decisions made at Board level are implemented.

### **Financial Management**

- Maintain oversight of WRSAC's financial activities and budgets.
- Manage financial compliance, procurement and risk management processes.
- Provide regular financial reporting to the Board and funders.
- Identify and pursue additional funding sources as appropriate.
- Lead and deliver on the fundraising objectives of WRSAC.

### **Compliance**

Monitor adherence to relevant codes of practice and ethics by counsellors with regard to client work and supervision

Ensure compliance with all statutory and regulatory requirements such as employment law, data protections, Charities Regulator Authority, company law, etc.

The above is not deemed to be an exhaustive list and there may be other duties as appropriate to the role which may be assigned from time to time by the Board of Directors.

## **PERSON SPECIFICATION**

### **Essential requirements:**

- Educated to degree or post graduate level in a relevant discipline.
- Minimum 3 years previous experience in a senior co-ordinator or management role.
- Strong people management and leadership skills.
- Up to date knowledge of corporate and charities governance.
- Experience of leading, implementing and managing change in an organization.
- Experience of financial management
- Project and fundraising planning and management
- Strong IT, administrative and organizational skills

### **Desirable**

- Knowledge/experience of sexual violence sector and the survivor's journey
- Knowledge/experience of community and voluntary sector
- Ability to develop and maintain positive relationships with all stakeholders
- Ability to recognize and respond to emerging needs and issues.

## **Key Competencies**

### **Leadership**

- Leads the team, sets high standards, tackles any performance issues and facilitates high performance.
- Provides feedback and encouragement to team members and support problem solving
- Implements suggestions and take responsibility for own performance
- Able to remain calm under pressure and use own initiative.
- Able to maintain professional boundaries with all team members, clients and agencies
- Able to adapt and respond to emerging needs and issues.

### **Management, Decision-Making and Delivery of Results**

- Pays attention to detail and searches for solutions.

- Identifies and focuses on core issues when dealing with complex information/situations.
- Makes decisions in a timely manner based on sound facts and information
- Understands impacts and implications of decisions
- Able to prioritize work and meet deadlines.

### **Strategic thinking**

- Identifies client and stakeholders needs and develops ideas on how to meet them
- Anticipates and responds to developments in the sector/broader environment
- Communication and Relationship-building
- Develops positive relationships with others internally and externally to achieve goals.
- Shares information effectively and frequently
- Well developed communication skills, including oral and written skills.