



<b>Job Title:</b>	<b>Manager – North West Simon Community</b>
<b>Reports to:</b>	Board of Directors NWS & CEO Galway Simon Community
<b>Job Location:</b>	Letterkenny and Sligo
<b>Contract Details:</b>	18 months
<b>Salary Details:</b>	TBC
<b>Background:</b>	<p>North West Simon (NWS) Community is a not for profit organisation working with those at risk of homelessness in counties Donegal, Leitrim and Sligo. The organisation works in partnership with statutory and voluntary service providers and currently employs 7 staff. North West Simon Community is an affiliate of the Simon Communities of Ireland comprising 8 Simon Communities throughout the country and the national office in Dublin.</p> <p>North West Simon Community is supported by the Senior Management Team in Galway Simon Community.</p>
<b>Job Purpose:</b>	<p>Subject to the lawful directions of the Board of Directors of the organisation, the Manager shall:</p> <ul style="list-style-type: none"> <li>▪ Co-ordinate the effective delivery of both the client services and the business functions of the organisation.</li> <li>▪ Ensure that the organisation is operating to recognised best practice standards, strengthening the delivery of existing services and developing new income streams.</li> <li>▪ Advise the Board of Directors on any matter relating to or affecting the stated policy, objectives, strategy and key outcomes and outputs of the organisation.</li> </ul>
<b>Main duties &amp; Responsibilities:</b>	<p><b>Organisation</b></p> <p>Working in cooperation with the CEO in Galway Simon Community,</p> <ul style="list-style-type: none"> <li>• Develop, implement and review North West Simon Community’s strategies and policies, which communicate a clear shared mission, vision and values for the organisation.</li> <li>• Work with the Chairperson of the Board of Directors in ensuring the effective and efficient governance of North West Simon Community.</li> <li>• Ensure that North West Simon Community complies with company and charity legislation.</li> </ul> <p><b>Services</b></p> <p>Working in cooperation with the Head of Client Services in Galway Simon Community,</p> <ul style="list-style-type: none"> <li>• Lead efforts in North West Simon Community to ensure that services meet or exceed the needs and expectations of clients and other stakeholders.</li> <li>• Oversee compliance with National Service Standards for Homeless Services.</li> <li>• Participate fully in the adoption of service policies.</li> <li>• Ensure that North West Simon Community fulfils its responsibilities for the safety health and welfare of clients, staff, volunteers and visitors.</li> </ul>

- Work with a caseload of clients, providing support and housing management services as required.

**Finance**

Working in cooperation with the Financial Controller in Galway Simon Community,

- Ensure that North West Simon Community’s financial resources are planned and managed as efficiently and prudently as possible in achieving the organisation’s aims and objectives.
- Ensure that the financial affairs of the organisation are managed in accordance with best practice and through application of applicable accounting standards including SORP.
- Seek to increase statutory funding and other sources of funding for North West Simon Services.

**Fundraising**

Working in cooperation with the Fundraising Manger in Galway Simon Community,

- Ensure an appropriate and effective fundraising operational plan is developed and implemented to maximise current and new methods of fundraising.
- Manage the performance of the Fundraising team including supervision, support, achieving targets, managing budgets, performance reviews, development and training plans, disciplinary procedures etc
- Undertake appropriate networking to maximise opportunities for developing local corporate & community partnerships
- Ensure the Fundraising department keeps accurate and accessible records in accordance with relevant legislation including, but not limited to, the Charities Act, GRPD
- Ensure the conduct of the Fundraising function (staff, volunteers and structures) is in accordance with the spirit as well as the letter of relevant legislation
- Ensure that fundraising targets are met each year, generating sufficient income from various sources to enable North West Simon Community to meet its aim and objectives.

**HR**

Working in cooperation with the HR Manager in Galway Simon Community,

- Ensure that North West Simon Community fulfils its responsibility to staff
- Identify and utilise a combination of strategies to ensure the staffing needs of the organisation are met at all times.
- Build, motivate and maintain a healthy, open and innovative team spirit throughout the organisation.

**Advocacy and Representation**

- Ensure effective communication and positive relationships with all North West Simon Community stakeholders (internal and external) in accordance with the values of the organisation.
- Ensure that North West Simon Community campaigns and advocates effectively on homelessness and related issues that affect people who are homeless or at risk of becoming homeless

	<ul style="list-style-type: none"> <li>• To actively promote the activities of the organisation in regional media</li> <li>• To take responsibility for promoting and maintaining good relations with local people and businesses.</li> <li>• Represent North West Simon Community at all appropriate fora both local and national.</li> <li>• Carry out other duties as required which are consistent with the job.</li> </ul>
<b>Person specification:</b>	<p><b>Experience, knowledge and skills</b> Ideally the candidate will have the following:</p> <ul style="list-style-type: none"> <li>• A third level qualification in social/health services policy or management.</li> <li>• Leadership/Management Experience.</li> <li>• Strong negotiation skills with a proven ability to influence key stakeholders.</li> <li>• Experienced in managing finances.</li> <li>• Familiarity with quality based and outcome oriented service standards.</li> <li>• Experience of public speaking and display an ease in dealings with the media.</li> <li>• Knowledge and empathy with the issues around homelessness.</li> <li>• Previous experience of managing a caseload of active clients, providing support and housing management services.</li> </ul> <p><b>Personal qualities</b> Ideally the candidate will possess the following qualities:</p> <ul style="list-style-type: none"> <li>• Share the values and ethos of, and committed to the success of North West Simon Community.</li> <li>• Excellent interpersonal skills complemented by strong communication and management abilities.</li> <li>• Proven adaptability to respond appropriately to changing external conditions.</li> <li>• Pragmatism and the ability to relate effectively at all levels.</li> <li>• Creative and innovative approach to problem solving.</li> </ul>
<b>To apply:</b>	Interested applicants should apply with their CV in confidence to <a href="mailto:jobs@galwaysimon.ie">jobs@galwaysimon.ie</a> , clearly stating the role you are applying for by the closing date, Friday 25 <sup>th</sup> May 2018.
All job offers will be subject to satisfactory pre-employment medical checks and Garda vetting.	
North West Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.	