

## Job Advertisement – Temporary General Manager, Dún na Sí Amenity & Heritage Park



Moate, Co. Westmeath

Invites applications from suitably experienced persons for the position of:

### Temporary General Manager (Maternity Cover)

*(Funded by the Dept. of Rural & Community Development through the Community Services Programme)*

Midland Amenity Park CLG, trading as Dún na Sí Amenity and Heritage Park, Moate, Co. Westmeath, provides a high quality visitor attraction to the local area and to the national and international tourism market. The successful applicant will be expected to manage and grow the Amenity and Heritage Park facility.

#### Essential attributes:

- Possess excellent communication & networking skills, including a strong ability to manage staff, customers and work closely with a board of directors.
- Demonstrate flexibility in the working role, and lead and work well with a small core team.
- Experience in event planning and management.
- Specific experience in a managerial role, preferably in the tourism sector.
- Possess strong motivational and organisational skills, demonstrating initiative and sound judgement, and a desire and ability to produce positive results for an organisation.
- Be available to work flexible hours at key times throughout the year.

#### Desirable attributes:

- Experience working with a not-for-profit organisation and in volunteer management.
- Experience in the grant application process, and skill in seeking funding for projects at various levels.
- Experience in project management.
- Qualifications/experience in the tourism or heritage sectors.

Applications should be made by sending a cover letter and detailed CV to [hr@dunnasi.ie](mailto:hr@dunnasi.ie) by 5pm Monday 05th July 2020.

For a full job description, please visit [www.dunnasi.ie/news](http://www.dunnasi.ie/news).





## **Job Description - Summary of operational responsibilities**

### **Day to day operational management**

Responsibility for the effective day to day management of Dún na Sí Amenity and Heritage Park.

Management of staff, production of work lists for all staff, and ensuring the delivery of same in a satisfactory manner.

Ensuring staff safety and that the centre and its operations meet all legislative requirements in relation to Health and Safety.

Responding appropriately to urgent issues. Taking part in training and professional development that the Board recommends.

Holding regular work related team meetings with staff. Sourcing and/or delivery of staff training as necessary.

Managing all aspects of HR with staff, reporting to Board any issues and responsibility for follow up as agreed between Board and Manager.

Reporting to Board meetings as agreed and achieving Key Performance Indicators as developed by agreement with the Board.

Performance of any other duties that may be deemed necessary by the Board to the successful running of the Park.

### **Promotion of the Park and its activities:**

Promotion the Park through advertising campaigns, development of promotional literature, writing press releases and copy for tourism guides etc.

Organisation of special and seasonal events in conjunction with staff and events committee of MAP.

Development of relationships and liaison with all relevant statutory and other bodies (POBAL, DEASP, Fáilte Ireland, Westmeath Co. Council etc.)

Attendance at appropriate trade fairs and seminars which are tourism related.

### **Financial Management:**

Monitoring and reporting on the finances of the organisation as agreed with the Board.

Calculation and comparison of costs for required goods or services so as to achieve maximum value for money.

Submission of all POBAL reports to deadlines and ensure all financial reporting procedures are adhered to.

Preparation of grant aid applications to State Agencies both national and local with support from Board Members.

Compliance with post-award requirements by grant agencies.

Strategic Development responsibilities:

Working closely with Board of Directors on the delivery of project business plan and marketing plan in conjunction with staff.

Development of funding sources for agreed developments within project, applications for same, meeting reporting criteria, submitting returns to deadlines, completion of all applications and follow-up paperwork/documentation etc., with support from the Board where necessary.

Developing and maintaining relationships with other tourist attractions in the locality, as well as with bodies such as Failte Ireland, Westmeath Co. Council Tourism, hotels in nearby towns, and Pobal.

Developing and maintaining an investment and development programme for the Park with support from Board Members.

Development and maintenance of appropriate governance and management policies in accordance with best practice for the not-for-profit sector.

Responsibility for the recording of information and data to help plan future business strategy e.g. particular statistical analysis of Park visitors etc.

Please note that as this role often requires independent travel, a full driving licence and access to the use of a vehicle is required.

**Application for this role is via email only to [hr@dunnasi.ie](mailto:hr@dunnasi.ie) – please forward a Cover Letter detailing your experience and suitability for the role, and an up-to-date detailed Curriculum Vitae. All enquiries should be directed to this email address.**

**This is a temporary Maternity Cover position – the contract duration will be a minimum of six months, with the possibility of extension of this period. Please be aware that the contract is expected to begin on August 2nd.**