



Job Description and Person Specification

Job Title: General Manager

Purpose of Post:

The General Manager will provide leadership and vision to the Organic Centre by assisting and enabling the Board and Staff to achieve long term objectives; will develop and implement annual plans; and will manage, evaluate and report on progress.

The General Manager will answer to the Organic Centre's Board of Directors.

The General Manager will work to ensure the commercial viability and sustainability of the Centre, and will develop and direct the Centre's operations in a manner that will maximize the effective use of the Centre's resources, both human and material.

The General Manager will encourage excellence in service delivery across all functions to the Centre's existing and new client base.

The General Manager will have an understanding and empathy with the organic and environmental sector, and will maintain and develop organizational culture, values and reputation in all its interactions with staff, customers, suppliers, partners and regulatory/official bodies.

The General Manager will present and promote the Centre and its activities in the public arena, and will therefore act effectively as the public face of the Organic Centre.

Main Duties:

Operational Management

- Manage and supervise staff, work placements and volunteers
- Develop and direct the implementation of the Organic Centre's business plan
- Establish and maintain appropriate systems for measuring necessary aspects of the Organic Centre's performance
- Monitor, measure and report on organisational development plans and achievements within agreed formats and timescales to the Board and other stakeholders
- Manage and control departmental expenditure within agreed budgets
- Plan and direct the Organic Centre's activities to achieve stated/agreed targets and standards for financial and trading performance, quality, culture and legislative adherence
- Oversee preparation of financial and performance reports summarising progress on short and long range plans, as requested by the Board
- Research and write discussion papers, analysis documents and funding proposals as needed to assist the Organic Centre in meeting its long and short term goals
- Foster links with organisations and projects, in Ireland and abroad, where there are shared interests and benefits
- Identify and explore new opportunities for service and business development that could assist and benefit the Organic Centre in achieving its aims and strengthening its ongoing sustainability and growth.

- Coordinate and support the marketing, courses and events, sales and production and financial administration functions to ensure that operations run smoothly and according to the Organic Centre's aims and objectives
- Ensure the successful delivery of the Centre's education programmes, courses and vents
- Oversee and/or ensure Health and Safety compliance on site at all times
- Supervise risk management assessments and ensure valid insurance policies are in place
- Implement the company's policies and procedures and ensure they evolve with the Centre, updating them as necessary.
- Supervise, guide and enable team members to fulfil their objectives and potential
- Facilitate inter-team co-operation, team meetings and working groups
- Support staff in dealing with the demands of their roles and functions
- Foster and develop good and mutually beneficial working relations with local community-based organisations

HR Management

- Manage and supervise staff, work placements and volunteers
- Undertake the Centre's personnel function and responsibilities, which includes
 - Recruit, select and develop team members
 - Assessing training needs
 - Health and Safety compliance and training as required
 - Staff Induction
 - Staff appraisals and performance management
 - Personnel record keeping
 - Ensuring equal opportunity and diversity in the workplace
 - Policy and procedure development and documentation
- Management of volunteers and work placements schemes
- Ensure that the Centre's staff are provided with a workplace where respect and safety are assured
- Employment compliance to statutory regulations

Financial Management

- Ensure that the Centre's operations are conducted in a manner that maximises financial sustainability
- Support and direct staff in developing a commercially-aware approach to their projects and areas of responsibility within the Centre
- Support and direct staff in developing new and innovative approaches, work practices and projects that will help achieve the Centre's objectives and strengthen its sustainability
- Prepare and present financial projections for any new project development proposals, for approval by the Board,
- Oversee and monitor preparation of budgets and budget reports
- Regularly review the Organic Centre's income and expenditure
- Provide information regarding overall financial health of the Centre as required
- Provide recommendations regarding effective financial management
- Research and oversee funding options and proposals
- Foster good communications and working relations with potential and existing funders, financial institutions, and individual supporters of the Centre.

Responsible for: Organic Centre Core Staff, Work Placements; Organic Centre Contract Staff

Responsible to: The Board of Directors of the Organic Centre

Person Specification:

- Commitment to the aims and ethos of the Organic Centre
- Willingness to work flexibly with the demands of the post
- A high level of skill and awareness with regard to financial management
- Excellent leadership skills, with the ability to motivate, manage and supervise a staff team
- Ability to work independently
- Well-developed decision-making, problem-solving, conflict-management and delegation skills
- Demonstrated ability to work in a proactively diverse and inclusive organisation.
- Excellent, proven interpersonal, verbal and written communications skills.
- Demonstrated ability to share skills and knowledge with others.
- Proficiency with office computer equipment and software.

Salary: €30,000 p.a.

Please visit the Organic Centre's website for further information regarding the application process and for further information about the position of General Manager and about the Organic Centre's work.

www.theorganiccentre.ie