**GENERAL MANAGER**

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St Oliver’s Community Centre CLG (SOCC) t/a The Venue Ratoath is a not-for-profit community organisation in Ratoath, Co Meath. It is a registered charity and has as its core objectives the advancement of the arts, heritage, education, culture and community welfare as well as greater community participation in sport. It operates a community centre, a theatre, a pre-school childcare creche, a 7 acre community sports campus and a community newsletter. Over 20 people are employed and it is serving one of the fastest growing towns in Ireland. SOCC is governed by a volunteer board of directors and managed by a Chief Executive.

This new role of General Manager will be our organisation’s second-in-command and be responsible for its day-to-day operations and overseeing the marketing of its services with a strong emphasis on arts and culture. Reporting to the Chief Executive, the General Manager will take full responsibility for the management of staff, the marketing of the organisation’s services and events, communications with all stakeholders as well as making key inputs into the long term development of the organisation.

The ideal candidate will have excellent communication and social media skills, strong business acumen, effective people management and leadership skills, a keen interest in music and drama and an ability to manage transparent communications between multiple stakeholders.

This is a full-time position and applications can be emailed to [leo@ratoathcc.ie](mailto:leo@ratoathcc.ie). The salary level will be in the €32,000 to €35,000 range. The closing date for applications is June 23rd 2021. Initial interviews will be conducted online by the end of June and final interviews in early July.

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| **Essential Skills and Experience** | **Desirable Skills and Experience** |
| People management experience and having a clear understanding of HR and organisational processes such as company handbooks, disciplinary procedures and a proven ability to organise events | Influencing skills – an ability to influence key decision makers in a diverse range of stakeholders |
| Strong networking and communication skills | Negotiation skills – an ability to negotiate contracts or agreements |
| Experience of financial planning, budgeting and enforcing financial processes and controls | Demonstrable understanding of the music / performance arts sector |
| A keen interest in and awareness of the Irish music and drama industry and an ability to structure marketing campaigns for events | Proven experience of working in either the arts or not-for-profit sector or a sector with a heavy emphasis on meeting the needs of the public |
| Good IT skills and a strong knowledge of social media and digital marketing of events | Third level qualification in Marketing or relevant discipline and experience |