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| **Job Description**  **Job Title:** Manager (Part-time 25 hours - contract basis)  **Responsible To:** Altnaveigh House Trust.  **Reports To:** Board  **PURPOSE AND FUNCTION OF THE POST:**  The post holder will be responsible for the day to day running of Altnaveigh House.  The successful candidate will be responsible for supporting capacity building, community  development and community relations within and between communities, both in rural and  urban areas.  **Main Duties**  Management of the use of the facilities including close liaison with the tenants  Marketing Altnaveigh House as a resource centre for the community and voluntary  Sector  Research, seek funding, design and manage projects in line with the ethos of  Altnaveigh House  Manage the finances of Altnaveigh House as required for a charitable company and  complete all necessary returns as required by law.  The responsibilities will include ability :   1. Delivery of projects approved by the Board of Altnaveigh House Trust. 2. Develop and implement a community development and good relations training strategy for groups, building on existing work in the area. 3. Increase networking opportunities through the provision of a range of support mechanisms, such as training, mentoring and presentations concerning community development and community relations. 4. Make use of wider networking opportunities, on behalf of the project, e.g. relevant agencies, government departments and voluntary groups. 5. Attend, when required, regular meetings of the Board of Altnaveigh House Trust and provide reports. 6. Carry out any other reasonable duties as directed by the Board of Altnaveigh House Trust 7. Prepare and present reports as identified by the Board   Remuneration: £13 per hour on a contract basis  Evening work and a flexible approach will be expected. |