



Irish Countrywomen's Association
Bantracht na Tuaithe

The Irish Countrywomen's Association (ICA) is seeking to recruit a General Manager for An Grianán, our adult education college in Termonfeckin Co Louth.

The ICA is a national charitable voluntary organisation founded in 1910. We are a membership-based organisation of 6,000 + women.

Our mission is to advance education and benefit the community through the cooperative effort of women coming together in fellowship and friendship and developing their well-being, knowledge and skills. A hallmark of the ICA's work for over a century has been its contribution to community life, in leading the advancement of women's roles, their rights and opportunities.

ICA Central Office provides support to the whole organisation and manages the secretariat, administrative functions and resources of the Association.

An Grianán our college in County Louth is a lifelong learning centre for all.

Job Description – General Manager for An Grianán

Position: offered on a full-time permanent basis, subject to a successful completion of six-month probation period.

Salary: €50,000 - €55,000 depending on experience.

Start date: ASAP.

Location: An Grianán, Termonfeckin, County Louth, A92 X9TF.

Position summary:

The General Manager is an exciting role that involves management and running of An Grianán, both for the benefit of ICA members and for other guests, who may benefit from this fantastic venue and all it has to offer. The ideal candidate brings a high standard of quality service along with, ideally, at least 5 or more years of similar experience.

The General Manager will report to the CEO and be accountable to the National Executive Board.

Responsibilities include but are not limited to the following:

- Provide a welcoming atmosphere to ICA members, and all who benefit of An Grianán and its services.
- Ensure that the charity objectives are at the forefront of the work in An Grianán and working with the relevant stakeholders in enabling and supporting achievement of the same.

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- Provide effective leadership.
- Meeting and welcoming members, other guests, dealing with their queries, bookings, sales etc.
- Manage the day-to-day operations of An Grianán, including reservations, classes, courses and events, catering and general housekeeping.
- Manage and Ensure staff required for the delivery of the service are recruited, motivated and retained.
- Manage rosters and/or rotas to ensure service provision. Recording and submission of hours for payroll purposes on weekly basis.
- Be accountable for responsibilities of staff.
- Manage relationships with sub-leased properties, and properties' maintenance, when and if necessary.
- Work in tandem with the Operations and Finance Manager to ensure a timely, accountable and transparent management of all aspects of finances.
- Hold regular briefings and meetings to ensure smooth running of operation with relevant stakeholders and staff.
- Ensure full compliance to operating controls, standard operating procedures, policies, procedures and service standards.
- Lead all key property issues including capital projects, customer service and refurbishment, as may be necessary.
- Handling complaints.
- Manage on-going profitability, ensuring revenue targets are achieved.
- Ensure all decisions are made in the best interest of the organisation.
- Developing improvement actions, carry out costs savings.
- Setting and monitoring budgets and maintaining financial and administrative records. A strong understanding of P&L statements and the ability to react with impactful strategies would be beneficial.
- Closely monitor the financial reports and work with the Finance and Operations Manager and the CEO for the achievement of strong practices and procedures around this important feature of the organisation.
- Ensure that monthly outlooks for Rooms, Food & Beverage, Admin & General, are on target and accurate.
- Working with the other staff in the procurement of operating supplies and equipment and contracting with third-party vendors for essential equipment and services.
- Respond to audits to ensure continual improvement is achieved.
- Responsibility for safeguarding the quality of operations both internal & external.
- Responsible for Health & Safety Act, fire regulations and other legal requirements. Ensuring health and safety regulations are strictly observed and monitoring the quality of the service provided.

This job description is a guide to the general range of duties attached to the role. It is intended to be neither definitive nor restrictive and is subject to review with the employee concerned and therefore may be updated from time to time to reflect changing business and operational needs and the employee's own development and growth needs.

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Prerequisites:

The ideal candidate is a seasoned, highly motivated professional with outstanding management skills and extensive hands-on experience. Available to work when needed, including weekends, holidays, and nights.

Person Specification:

- A minimum of 5 years' experience in similar role preferred.
- Experience in the hospitality sector or similar.
- Leadership ability with proven organisational skills.
- A warm and open personality.
- Good numeric, literacy and computer skills, Proficiency in Microsoft Word, Excel.
- Excellent communication skills written and verbal and interpersonal skills.
- Strong attention to detail.
- Some experience budgeting and forecasting.
- A flexible approach and ability to work independently and as part of a team.

Shortlisting of candidates will apply according to the above criteria. The ICA reserves the right to enhance the shortlisting criteria.

How to Apply:

Please return CV with a covering letter by e-mail to recruitment@ica.ie marked '**An Grianán Manager Post**'

Closing date for receipt of applications for the role is 5pm on 30th July 2023.

First round of interviews will be held on Friday 4th August 2023. Second round interviews may also apply.

All applications will be acknowledged by email within 3 working days of receipt. If you do not receive such an acknowledgement, please contact us at 01 6680002.

The ICA will evaluate applications for the role on an ongoing basis. The ICA reserves the right to close the advertisement early if in receipt of high value of suitable applications. If interested, early applications to the role are advised.

The ICA is an equal opportunities employer.