Ballymun Community Law Centre

Role Information Pack

Manager

About Ballymun Community Law Centre

Ballymun Community Law Centre was established in 2002 to address unmet legal need in Ballymun. The Law Centre provides legal advice, representation, legal education, and Alternative Dispute Resolution (ADR) services to the community. Our mission is to empower individuals to achieve equality and realise their human rights through increased access to the law. We focus on areas of significant legal need in Ballymun, including housing, employment, social welfare, and equality-related issues.

Our Alternative Dispute Resolution services include conflict coaching, community mediation, mediation skills training, and a peer mediation programme delivered in local primary schools. Through our education programme, we provide courses in areas such as Family Law, Child Law, and Social Welfare Law, alongside public information sessions on topical legal issues.

The Manager will provide strategic and operational leadership across all areas of Ballymun Community Law Centre's work, ensuring the effective delivery and continued development of its legal, education, and ADR services. The role involves leading and supporting a multidisciplinary team, overseeing programme development and service delivery, managing organisational resources and funding, and building strong relationships with community stakeholders, funders, statutory bodies, and partner organisations.

The Manager will play a key role in identifying opportunities for organisational growth, securing and managing funding, ensuring strong governance and compliance, and advancing the Law Centre's mission within the Ballymun community. A central aspect of the role will be to strengthen the Law Centre's profile, expand its impact, and ensure that its services remain responsive to emerging community needs.

You will join and lead a small, collaborative, and highly supportive team where learning, shared problem-solving, and mutual respect are central to how we work. We value open communication, innovation, and community engagement, and we offer a welcoming environment where every contribution is recognised and valued.

Why Join Ballymun Community Law Centre?

- Meaningful work that makes a direct difference in the community
- Supportive and collaborative team environment
- Flexible working arrangements
- Employer pension contribution of 7% after one year's service
- 30 days annual leave
- Opportunity to help shape future community initiatives

The Role

This is an opportunity for an experienced and motivated manager to lead a well-established community organisation with a strong commitment to social justice, community empowerment, and access to services. The role is ideally suited to someone with excellent leadership, organisational, and relationship management skills who would like to maintain their skills and develop further experience while working on a part-time basis.

We welcome applications from candidates with experience in general management, operations, service delivery, programme management, charity management, community development, or related fields. The successful candidate will have a proven ability to manage people, budgets, reporting requirements, and organisational systems, while ensuring services are delivered to a high standard and in line with organisational goals.

Knowledge of legal services, Alternative Dispute Resolution, mediation, or legal education is not essential. The successful candidate will be supported to develop an understanding of these areas and of the Law Centre's work. What is most important is a commitment to the organisation's values, strong leadership capability, and the ability to support and develop a high-performing team.

The Manager will be responsible for the overall operational management of the organisation, including strategic planning, financial oversight, staff management, service delivery, reporting to funders and the Board, partnership development, and identifying opportunities for future growth and sustainability. The role will involve working closely with staff, volunteers, community groups, statutory agencies, funders, and other stakeholders to ensure the organisation continues to meet the needs of the community effectively.

As a community-based organisation, some evening and occasional weekend work may be required to facilitate engagement with community groups, partners, and events. Flexibility is offered in return to support a healthy work-life balance.

Knowledge of the Ballymun community and its strengths, opportunities, and challenges would be an advantage, although it is not essential. Above all, we are looking for a collaborative and practical leader with a genuine commitment to supporting staff, strengthening services, and ensuring Ballymun Community Law Centre continues to have a positive impact within the community.

Key Information:

Job Title	Manager
Contract	Open ended contract, part-time hours.
Location	This is a community role based in the Law Centre's office in Ballymun. We can support a limited hybrid approach on an informal basis.
Hours of Work:	21 hours per week. The hours can be worked over a four or five day week. Some flexibility will be required to accommodate evening community talks or other out of hours events.
Salary:	€39,000 per annum (for a part time week).
Annual Leave	30 days per annum, inclusive of 3 days during the organisation's Christmas closure period. (Pro rata for a part time week.)
Probationary Period	Six months.
Pension Contribution:	BCLC offers a choice between the auto enrolment scheme or our PRSA scheme. For our PRSA scheme we will make an employer contribution of 2% of your gross salary for the first year. Following one year's service, this will increase to a 7% employer contribution subject to a minimum 5% employee contribution.
Closing Date:	5pm, Friday 30th October

Key Responsibilities:

Organisational Management

- Oversee the effective day-to-day management and administration of BCLC.
- Oversee the management, maintenance and day-to-day operation of the Centre's premises, ensuring compliance with health and safety requirements.
- Ensure the effective operation and maintenance of the organisation's IT systems.
- Develop, implement and review organisational policies, procedures and systems to support effective management and compliance.

Financial Management and Sustainability

- Manage and monitor the organisation's budget, expenditure and financial performance, ensuring the effective and responsible use of resources.
- Assist the work of the external bookkeeper preparing bank reconciliations and reviewing management accounts, providing financial reports and updates to the Board as required.

- Identify, develop and pursue funding opportunities to support the organisation's ongoing sustainability and strategic objectives.
- Manage the financial and operational implementation of funded projects for 2027/2028, ensuring that project activities, expenditure and reporting meet agreed requirements.
- Monitor and report on key performance indicators (KPIs), funding commitments and project outcomes.
- Ensure that appropriate financial controls and procedures are in place and that funding is managed in accordance with funder requirements.

People Management and Development

- Lead and manage the staff team, ensuring effective service delivery and a positive working environment.
- Provide staff supervision, support and training, and oversee performance management and annual reviews.
- Identify staff development needs and support continuous learning and professional development.
- Promote effective communication, collaboration and accountability across the team.

Governance and Risk

- Support the Board in fulfilling its governance and oversight responsibilities by providing timely information, advice and reports to facilitate effective decision making.
- Implement appropriate management systems, policies and controls to support effective organisational governance and accountability.
- Report to the Board on organisational performance, financial management, risks, service delivery and progress against strategic objectives.
- Maintain and review the organisational risk register, implement appropriate controls and monitor identified risks.
- Ensure compliance with the requirements of the Charities Regulator, the Companies Registration Office, the Standards in Public Office Commission (Lobbying), and other relevant statutory and regulatory bodies.

Strategic Leadership

- Lead the implementation of BCLC's strategic plan and monitor progress against agreed objectives.
- Develop and implement, in conjunction with the board of directors and staff, strategic and annual work plans.
- Lead the development of a new strategic plan in 2027 in collaboration with the Board, staff, the local community and relevant stakeholders.

Service Delivery and Impact

- Lead and oversee the delivery and development of BCLC's legal, educational and alternative dispute resolution services in the community.
- Ensure that services respond to identified community needs and are delivered effectively, efficiently and in accordance with BCLC's mission and objectives.
- Monitor service activity, maintain accurate records and statistics, and ensure that service data is used to inform planning and decision-making.

- Develop and improve systems for monitoring service performance, measuring impact and evaluating outcomes.
- Report on service delivery, outcomes and impact to the Board, funders and other relevant stakeholders, ensuring compliance with contracts and service level agreements.
- Identify opportunities to improve services, strengthen organisational effectiveness and maximise the impact of BCLC's work.

External Relations, Partnerships and Communications

- Represent BCLC at external networks, partnerships, working groups and other relevant forums.
- Promote awareness of BCLC's services, work and impact through effective communications and engagement with the community and other stakeholders.
- Develop and maintain relationships with funders, statutory bodies, community organisations and other partners.
- Identify opportunities for collaboration and partnership to support BCLC's strategic objectives and the needs of the community.

The Manager may be required to undertake additional responsibilities as delegated by the Board.

Person specification

Essential

- An appropriate third level qualification (to at least Level 8) in a relevant discipline
- Minimum two years management experience
- Experience delivering on organisational vision and strategy
- Experience of working within the not for profit/Community/Voluntary sector
- Excellent administration skills
- Excellent communication and interpersonal skills and the ability to command the confidence of funders, donors and other stakeholders;
- Proven ability to plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.

Desirable

- Significant experience in financial and budgetary management;
- Experience of handling a variety of legal and policy matters;
- Experience working in the Ballymun community
- Demonstrable commitment to human rights and social justice issues.

More Information

If you would like to have a confidential conversation about the role prior to applying please contact Claire McSweeney, Ballymun Community Law Centre's Manager, at cmcsweeney@bclc.ie to arrange a call.

Please browse our website: www.bclc.ie to learn more about what we do, our published annual reports are available at: https://www.bclc.ie/about-us/

LinkedIn: https://www.linkedin.com/company/ballymun-community-law-centre

Facebook: https://www.facebook.com/ballymuncommunitylawcentre

How to Apply

To apply please send a CV along with a cover letter outlining how you fit the person specification for the role (as two pdf attachments) to recruitment@bclc.ie

The latest date for applications is Friday 30th October.

We may arrange a phone call with applicants to discuss the role as part of the shortlisting process.

If unsuccessful in your application, we will securely destroy your information one year after you have been advised of the outcome of the application.