



Team Manager

Job Description and Duties

Responsible to:	Board of Trustees
Based at:	Clonmany Community Centre, Inishowen or Home based
Hours of Duty:	9.00am - 5.00pm
Salary:	Starting salary €45,000 per annum

Inishowen Rivers Trust (the Trust) is a registered environmental charity and Company Limited by Guarantee. The Trust was founded in 2016 with the aim of working with local communities to conserve, protect, rehabilitate and improve the rivers and natural waterbodies of the Inishowen Municipal District, including adjacent estuarine and coastal areas, for the advancement of environmental protection or improvement for the benefit of the public.

The Trust has pioneered a community focused approach to water management within Inishowen, building a strong reputation and portfolio in delivering nature-based projects for river enhancement, working with the farming community and providing education and training opportunities to the local communities. More details on the work of the Trust can be viewed on our websites.

The Inishowen Rivers Trust is now seeking a Team Manager with excellent leadership skills to develop and motivate a strong and committed team within the Trust that can deliver its vision of thriving and healthy waterbodies for the benefit of all. The job is based primarily in Inishowen with some travel to national meetings and other catchment groups when required.

Main Purpose of Job

To be responsible for the everyday running of the Trust, managing the project team, applying for funding to support the work of the Trust, communicating with stakeholders and administering the financial accounts.

Qualifications and Experience

ESSENTIAL CRITERIA

1a. A Degree or equivalent professional qualification at NVQ Level 5 in business management/administration, human resource management, accountancy, community development **and** two years' experience of office administration that must include financial recording and reporting and experience of community-based projects.

OR

1b. Three years' experience of office administration as a project lead that has included financial recording and reporting and experience of community-based projects.

AND (in addition to 1a or 1b above)

1. Demonstrable knowledge of reporting on Project Progress.
2. Experience of financial monitoring, developing funding applications and drawdown of grants.
3. Experience of working with statutory and/or voluntary sector agencies to develop and enhance services.
4. Excellent communication skills including report writing skills.
5. Proven ability to work on own initiative, negotiation and problem-solving skills.
6. Resilient and able to respond positively to the pressures and demands of the role.
7. Excellent knowledge of relevant software packages such as Microsoft Office (Word, Excel, Outlook).
8. Full driving licence and Class 2 insurance and access to transport or ability to demonstrate equivalent level of mobility.

DESIRABLE CRITERIA

1. Hold a professional accounting qualification, experience of online accounting software.
2. Experience of Human Resources and staff management.
3. Understanding of funding sources and financial reporting to funding bodies.
4. Keen interest in the environment, experience volunteering in environmental work.

Main Duties and Responsibilities

1. To manage the day-to-day activities of the staff team and have oversight on the various projects, convening and reporting on staff meetings and attending board meetings.
2. To oversee key aspects of financial, administrative, strategic and other matters as directed by the Board including overseeing the financial management of the Trust.
3. To ensure all statutory compliances are met with up-to-date governance documentation including, but not exclusive to, company and charity legislation.
4. To provide a range of HR duties including managing attendances, absences, training and recruitment ensuring compliance.
5. To process all documentation pertaining to incoming and outgoing funds and communication with Revenue or other financial / funding organisations e.g., banking arrangements, liaising with Treasurer and auditor, complying with funder's requirements, preparing financial reports for drawdown of all grants etc
6. To process all documentation relating to payroll/wages and process direct payment of wages and salaries.
7. To identify existing needs and gaps in funding, identify potential funding streams, identify sponsorship or fundraising options and prioritise opportunities based around organisational needs and goals and funding criteria/deadlines.
8. Work closely with the team to prepare and write funding applications.
9. To liaise with the Board to develop a strategic direction for the Trust and ensure sustainability for the future.
10. To develop a 5-year business plan and financial forecast for the Trust.
11. To attend training designed to enhance skill levels or knowledge on environmental issues, thereby assisting the development of the Trust.
12. To oversee and operate Health and Safety at Work procedures for the Trust.
13. To engage with stakeholders including community groups and state agencies to develop partnerships and create ideas for collaborative projects.
14. To ensure progress of ongoing projects with current staff members and continued development of the River Guardians Programme.

Training and Support

The successful candidate will receive some environmental training to increase their knowledge of the water environment.

Contract Details

- Fixed-term contract for one year with the possibility of extension dependant on funding.
- Travel and subsistence allowance provided.
- Twenty three days annual leave.

Hours of Work

The hours of work are 40 hours per week which will include some evening and weekend work to facilitate community interactions. The salary being paid for the post is in respect of all hours worked. Flexible working hours with time in lieu.

Probation

The following probationary provisions shall apply:

- there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- such period shall be three months, but the board can, at its discretion, extend such period;
- such persons shall cease to hold the position at the end of such period of probation unless during such period, the board is satisfied with their performance.

Application Process

Please submit a:

- CV (two pages max and including 2 referees)
- covering letter (two pages max)

focusing on your relevant experience, what you will bring to the role and how your skills and experience can assist the Trust in realising its long-term vision.

Please email your application to jobs@inishowenriverstrust.com by the closing date.

Closing date for applications: 21st April 2025

Interviews: Week commencing 28th April 2025