



An Cosán is currently recruiting for the position of **Corporate Services Manager**. This is a busy role, with a wide span of diverse responsibilities and sits on the Management Team, reporting to the CEO. The role requires an experienced professional with strong operational and leadership experience, who can operate in both a hands-on and a strategic manner, utilising exceptional communication skills, both verbal and written.

This role holder will lead a team to provide high quality corporate support to all areas of the organisation, the CEO and the Board, overseeing all aspects of administration, HR, procurement, facilities management, event management, learner recruitment, communication, business development and IT. The Corporate Services Manager will also, on occasion, personally provide confidential administrative support directly to the CEO and Board.

The incumbent will have a can-do attitude and work with tact, confidentiality and diplomacy to deliver comprehensive organisational support to all areas of An Cosán, whilst continually employing a results focussed and process improvement mindset.

Possessing strong organisational skills and self-motivation, the role holder will enjoy a busy and dynamic working environment where the people and communities we serve are the focus of everyone's collective effort. With a broad range of responsibilities the right candidate will thrive on challenge and contribute as an important part of our management team.

Role Title	Corporate Services Manager
Reporting To:	CEO
Contract:	Permanent
Probation:	9 Months
Location	Tallaght, Co. Dublin
Direct Reports	Admin team, HR, IT/CRM, Reception, Hospitality, Grant writer and Business Development, Comms and Info

An Cosán

An Cosán (Irish for 'The Path') is Ireland's largest community education organisation. The mission of An Cosán is to bring about social equality and an end to poverty through community-based adult education, the provision of early years supports, wrap around counselling services and empowering social enterprise development. Over the past three decades, An Cosán has provided pathways to empowerment by providing access to community education to over 18,000 people of all ages. The organisation has expanded its reach to a national scale using technology to deliver virtual access to its range of learning programmes.

Key Responsibilities

- Lead, develop, motivate, support and direct the organisational support teams, setting high standards and ensuring resources are appropriately planned and allocated to support organisational goals and the delivery of quality services.
- Ensure the smooth running of all areas of corporate services covering administration, HR, procurement, facilities management, event management, learner recruitment, communications, grant writing and business development, IT, whilst getting involved in any tasks on a needs-be basis.
- Act as the go-to person for all organisational support needs and delegate as appropriate.
- Work with the teams in service areas to streamline and improve processes, ensuring efficiency and optimum learner and staff satisfaction.
- Budgetary responsibility for defined areas of authority
- Provide strategic input as a member of the Management Team.
- Lead the organisational adherence to GDPR requirements.
- Work closely with the CEO on any organisational or Board requirements and provide confidential executive support for same, which may include drafting and compiling complex presentations, reports, board packs, etc.
- Oversee course marketing and learner recruitment.
- Through open communication, facilitate and encourage high performance and a culture of collaboration, whilst developing capability and capacity.
- Any other duties as assigned by the CEO.

Essential Skills and Core Competencies

- Exceptional communications skills, both verbal and written.
- Self-starter with a process improvement mindset.
- Skilled at building relationships and networks.
- Excellent IT and budgeting skills.
- Accountable and works with integrity.
- Ability to proactively initiate and positively manage change.
- Excellent administration skills with high level of attention to detail and focused on results.
- Effective at problem solving in a constructive, inclusive and creative manner.
- Willingness to learn and adapt and encourages the same in others.
- Flexible, with ability to work on own initiative and co-operatively.
- Efficient multi-tasker, with excellent time management skills.
- Proven leadership qualities with strong coaching and motivational skills.

Experience and Knowledge

Essential

- Extensive HR, office and administration management experience with a wide span of organisational responsibilities.
- Minimum 5 years leading a team and demonstrating excellent leadership qualities.
- A relevant qualification in Business Administration, HR, Education, etc.

- Good financial knowledge with prior experience of managing departmental budgets.
- Experience of working at a senior level supporting CEO and Board.

Desirable

- Experience working in a not for profit organisation would be an advantage.
- Affinity with and understanding of the importance of engaging learners and communities in realising their potential as equal members of a socially just society.

Salary commensurate with experience and the not for profit community education sector

Application Process:

Please email the following documents to jobs@ancosan.ie with subject line clearly marked **Corporate Services Manager role**:

- Cover letter
- Curriculum Vitae
- Completed Application Form

Closing date for applications is 5pm on Monday, 2nd November 2020.