Role Title	**Corporate Services Manager**
Reports to:	**CEO**
Direct Reports	**Operations Lead; IT Support Coordinator; and other Corporate Services roles as assigned.**
Contract:	**Permanent**
Probation:	**6 Months**
Location:	**Hybrid, headquarters in Jobstown, Tallaght, Dublin 24, with a blend of office-based work and home.**
Type:	**Full time**
Salary:	**€65,000 to €70,000 - DOE**
Closing Date:	**Monday 2nd November 2026 COB**

Work with Us

Work with us to make a meaningful difference to your community and to families across Ireland.

We believe education has the power to transform lives, strengthen communities, and create lasting social change. For more than 40 years, we have worked to break the cycle of generational poverty by opening pathways to education, leadership, and real career opportunities for those furthest behind.

At An Cosán, our people are united by the values of connection, compassion, and courage. It is a place where dedicated professionals can do rewarding work and help build a more equitable future for all.

Join us and work to make a tangible positive impact on everyone in your community.

Employee Benefits

- Hybrid Working – to be agreed
- Flexible Work – work around your life commitments with late/early and long break options in line with organisational requirements
- Holiday Entitlement – 27 days increasing with service to a maximum of 30 day, in line with the organisation's annual leave policy
- An Cosán closes its services over the Christmas period
- Additional leave opportunities
- Bike to Work Scheme
- Free parking available
- Support for continuous professional development

The Role

An Cosán's continued growth has created a need for the next phase of its operational systems and process development.

The Corporate Services Manager is a senior leadership role and a member of the Senior Management Team, reporting directly to the CEO. The postholder will lead and develop the Corporate Services function, ensuring that systems, structures and services enable high-quality programme delivery and a strong, efficient organisation.

The role will develop and manage operational systems across HR, IT, CRM, procurement, facilities, planning, and governance and compliance so these functions operate as one integrated organisational support service. The postholder will provide line management, direction and support to the Operations Lead, IT Support Coordinator, and other Corporate Services roles as assigned.

As a people-centric organisation, this role will lead on HR management, systems and processes across the organisation. The postholder will also oversee Board and executive-support arrangements and help ensure strong governance, compliance and quality assurance.

The role is well suited to an experienced senior manager with expertise in organisational administration, digital systems and project management. Candidates should have a track record of developing systems, policies, workflows and organisational processes, and of leading cross-functional teams through change and improvement.

Key Responsibilities Summary

- Lead and develop the Corporate Services function, aligning systems, services and resources with organisational priorities.
- Provide line management, direction and support to the Operations Lead, IT Support Coordinator, and other assigned Corporate Services roles.
- Lead HR management, systems and processes, and strengthen organisational administration and executive support.
- Oversee IT, CRM, facilities, procurement, compliance and operational-support systems, ensuring effective coordination and continuous improvement.
- Support the CEO, Board and Senior Management Team through strong governance, risk management, planning and effective organisational infrastructure.

About You

- A confident people manager who develops high-performing teams and fosters a collaborative, solutions-focused culture.
- Committed to social justice, community education and the mission, values and ethos of An Cosán.
- Excellent leadership and communication skills.
- Excellent organisational and project-management skills.
- Strong problem-solving and analytical skills.
- Comfortable working with digital systems.
- High level of integrity, accountability and attention to detail.

Specific Requirements

- Proven experience leading cross-functional teams and organisation-wide support services.
- At least five years' experience in a senior operations, organisational development or comparable role, ideally in the not-for-profit sector.
- A third-level qualification in business, human resources, management, organisational development, public administration or a related field.
- Substantial experience leading HR systems and processes.
- Experience in organisational administration, digital systems and project management.
- A track record of developing and improving systems, policies, workflows and organisational processes.
- Experience overseeing the effective use of IT, CRM, and HR systems, with strong working knowledge of Microsoft Office.

Key Responsibilities

1. **Corporate Services Leadership**

- Lead and develop the corporate services function across An Cosán, ensuring high-quality support to all areas of the organisation.

- Support and guide the Development and Fundraising Lead, helping to ensure that fundraising, grant management, reporting and funder requirements are well organised across the organisation.
- Provide line management and direction to the Operations Lead, IT Support Coordinator, administrative support staff and other Corporate Services roles as assigned.
- Build coherence across administration, HR, facilities, IT, CRM, procurement, compliance and governance support so that these operate as one integrated organisational support function.
- Contribute as a senior manager to organisational planning, risk management, problem-solving and continuous improvement.
- Support the CEO in ensuring that the organisation's internal infrastructure is aligned to current operational needs and future strategic growth.

2. **Administration and Executive Support**

- Oversee the provision of high-quality central administration and corporate support across the organisation.
- Oversee systems for Board, committees and senior management administration, including papers, scheduling, records, action tracking and document management where assigned.
- Ensure that the CEO and Deputy CEO are effectively supported through appropriate executive administration, meeting coordination, follow-up systems, documentation and corporate services assistance.
- Ensure that administrative workflows, records management and file systems are efficient, secure and compliant with GDPR and organisational standards.

3. **Human Resources**

- Lead and manage HR across the organisation, ensuring consistent, timely and compliant practices.
- Oversee key HR processes including recruitment administration, onboarding processes, contracts, probation tracking, leave records, staff files, PMDS/reviews, and offboarding processes.
- Ensure HR systems, files and trackers are up to date, accurate and managed appropriately, including HRLocker or equivalent platforms.
- Review, update and implement HR policies and associated procedures in line with employment law, best practice and organisational needs, in consultation with external HR advisors where appropriate.
- Support managers in applying HR policies, managing routine employee relations matters appropriately, and escalating complex issues for specialist advice where necessary.

4. **Operations, Facilities and Organisational Support**

- Provide strategic oversight of operational support systems across An Cosán, ensuring that priorities, service standards and resources support effective day-to-day delivery.
- Oversee facilities management, health and safety coordination, space planning and utilisation, procurement and practical organisational support needed to run the organisation effectively.
- Ensure that central systems support all services delivery and corporate services functions across early years, education, counselling and other service areas.
- Lead and manage corporate services team to improve internal service standards, response times and clarity of roles in relation to corporate services support.
- Support organisation-wide events from a corporate services perspective, ensuring strong operational planning, logistics, coordination and follow-up.

5. **IT, CRM, Systems and Compliance**

- Oversee the coordination and effective use of IT, CRM and related systems in partnership with relevant staff or external providers.
- Ensure systems effectively support administration, reporting, organisational decision-making, and the management of learner, children's and staff information.
- Lead improvements in systems, workflows, templates and digital tools to strengthen efficiency, accessibility and consistency.

- Ensure organisational adherence to GDPR and other operational compliance requirements, ensuring proper systems, controls and staff awareness are in place.
- Lead on the development and maintenance of organisation policies, registers, templates and compliance calendars relevant to corporate services' responsibilities.

6. **Cross-Organisational Coordination**

- Work closely with the senior management team and other senior colleagues to ensure strong cross-functional coordination across the organisation.
- Ensure that programme teams have access to the central operational and administrative support they need, while maintaining clear organisational standards and oversight.
- Embed a culture of planning, accountability, follow-through and service across central support functions.
- Identify operational risks, service gaps and capacity issues, and develop practical solutions in consultation with the CEO and Senior Management Team.
- Undertake any other duties as may reasonably be assigned by the CEO, consistent with the nature and seniority of the role.

Application Process

To apply for this role, candidates should submit:

- A comprehensive, up-to-date Curriculum Vitae.
- One page cover letter outlining your motivation, experience and competencies

Send your application (with the Job Title **Corporate Services Manager** in the subject line) for the attention of: Mark Kelly m.kelly@ancosan.ie

Documents must be submitted in Word or PDF format (no cloud-sharing links please).

If you have any questions about the role or would welcome an informal conversation before applying, please contact Mark Kelly m.kelly@ancosan.ie

Deadline: **COB Monday 2nd November 2026**