

Operations Manager – Maternity Cover

Contract: Fixed Term – 1 year maximum. Flexible: 30 hours/week.

Location: Blossom Ireland Offices in Dublin 17. Due to covid-19 restrictions, we are currently working remotely.

Reporting to: CEO

Salary Range: €45,000 - €50,000 FTE

Benefits: 20 days annual leave + Two bonus leave days (Christmas Eve and Good Friday). (Pro-rata with 37hours FTE)

Start date: ASAP

To apply: Please send a detailed CV, including a letter of application (that clearly addresses the requirements of the role) to jobs@blossomireland.ie by **Friday 3rd September 2021**

Interviews: You must be available for interview the week commencing September 6th.

About us:

Blossom Ireland is a rapidly growing organisation with big ambition. We develop pioneering programmes for young people with intellectual disabilities. We are passionate about ensuring that these young people are as prepared as possible for life as an adult. Our work has been recognised by Social Entrepreneurs Ireland, the Ireland Funds, ReThink Ireland and DCU School of Education to name but a few. We operate to the highest levels of governance and we have been awarded The Triple Lock standard by the Charities Institute Ireland 3 years in a row.

The Role:

Reporting to the CEO we are looking for a creative, energetic and fun person to cover for a maternity leave for our Operations Manager. You are proactive by nature and are happy to take the initiative to complete projects using your own expertise. Good project management and trouble shooting skills will go a long way.

Responsibilities:

- You will work alongside the CEO and Programme Director to ensure the delivery of our strategic objectives and to guide the planned growth and expansion as set out in our latest Strategic Plan 2021-2024.
- You will be supporting the team, ensuring Blossom Ireland has the right structures, processes, skills and resourcing capabilities to establish sustainability medium and long term.
- You will be monitoring and reporting on our financial situation & revenue generation both in the short and medium term.
- You will be oversee the delivery of our Communications & Marketing activities to raise awareness of Blossom Ireland with all relevant stakeholders

Experience:

- You will have relevant experience in a comparative role. (5+ years)
- Experience of strategic planning in a rapidly growing organisation essential
- Marketing and Communications experience an advantage.
- Excellent analytical and decision-making skills with great attention to detail.
- A self-starter with exceptional interpersonal skills and experience of dealing with a wide cross-section of people
- A team player with excellent, planning and organisational skills
- A creative problem solver, who can think outside the box
- Energetic and likes to add value.

Blossom Ireland is an equal opportunities employer. We believe that diversity is a strength in the workplace. We therefore welcome applications from suitably-qualified candidates, irrespective of gender, disability, marital or parental situation.