



No Name! Club CLG

No Name Club CLG is a leading national youth organisation, committed to establishing, developing and overseeing a network of Local No Name Clubs. These clubs enable young people to promote, demonstrate, experience and benefit from positive alternatives to an alcohol/drug culture. The organisation seeks the evolution of a responsible attitude towards alcohol and other drugs substances and aims to develop the character and personality of young people.

Active for over 40 years throughout Ireland, No Name Club is continuing to develop and progress and currently seeks a person with initiative, energy and experience to take the organisation forward in a senior, challenging and exciting role.

Applications are now invited for the position of

OPERATIONS MANAGER

The Position is a Full-time post for a contract period of 3 years, with 6 months probationary period and an annual review. This position is subject to funding being available. A high level of flexibility regarding working hours will be required.

Reporting and answerable to the Board of Directors

The key task of the Operations Manager will be to support the Board of Directors in achieving No Name Clubs main objectives and carry out other duties as directed by the Board.

Applicants will need high level of competency in all relevant areas and have the required enthusiasm, energy and interest to rise to the challenge of servicing and developing a national youth organisation.

Location: Head office or the possibility of working remotely in agreement with the Board.

Salary: A remuneration package of circa €45K plus expenses. Salary will commensurate with qualifications, experience and competence.

**Application form and further information can be found on our website
www.nonameclub.ie**

Closing date for applications is 3pm on Friday 15th February 2019. The successful applicant will be required to provide two references – one of which must be your most recent / current employer.

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Post of OPERATIONS MANAGER

The Operations Manager will support the Board of Directors in achieving No Name Clubs main objectives and carry out other duties as directed by the Board.

The successful applicant for this post will need:

Essentials:

- To be suitably qualified and/or have adequate experience of working at managerial level with adults and young people in a voluntary or paid capacity and good rapport with young people.
- Commitment to the Ethos, Aims and Objectives of No Name Club and the ability to articulate and promote those in all forms.
- To be self-motivated and have the ability to work on his / her own initiative and have good leadership, analytical and creative skills.
- Excellent organisational, interpersonal, IT, communication and reporting skills.
- Experience of programme management and budgets and an ability to develop, implement and deliver existing and new programmes for clubs and members.
- An ability to manage, support and coordinate the work of present staff, work closely with the Board of Directors and both lead and participate in any necessary evaluations.
- Garda Clearance, full clean driving license and own transport.
- Be able to network, represent and develop the Organisation's present and future programmes and policies with existing and new bodies.

Desirables:

- A good understanding of No Name Club's Ethos, Aims, Objectives and Operations.
- An understanding of legislation, policies, guidelines and codes of practices relevant to youth work.
- Good knowledge of various government departments, organisations and bodies engaged in youth work.
- Willingness to up skill his /her own abilities and undergo further training.