

Mayo Celtic Holidays

Manager

Job Description:

The Person appointed will:

1. Manage all aspects of Maghus Castle / Tir na nÓg Funpark and other similar or related facilities and amenities in Kiltimagh.
2. Supervise all aspects of the tenure of all of the employees of the Funpark whether on Community Services Programme, Community Employment or part time, including rostering, facility inspections, Health and Safety, etc.
3. Ensure that all legislation including Employment Legislation and Health & Safety Legislation is complied with at all times.
4. Be familiar with Basic First Aid and the procedures to be adopted in case of an accident and ensure that these are followed closely.
5. Supervise and Manage other related facilities and amenities in Kiltimagh.
6. Input and assist planning and organisation of the St. Patricks Week Festival and other arts and tourism events in the area as instructed.
7. Market the Kiltimagh area as a Tourism Destination including the operation of the Tourist Office and InfoWeb on Aiden St.
8. Prepare and Distribute appropriate promotional material on the area, its facilities and amenities, accommodation, tourist attractions, etc.
9. Take bookings on behalf of the tourism accommodation and service providers in the area.
10. Prepare any such reports as may be required by the employer or finding agency from time to time.
11. Prepare such Business Plans and Funding applications as may be required.
12. Ensure that the funding coming from Pobal and other sources is applied in accordance with the regulations of the particular programme and accounted for properly.

13. Maintain records of attendance, holidays, sick leave and other items as necessary, in respect of all employees as well as safety inspections on all equipment as per the current schedule of inspections.
14. Arrange and attend meetings of Mayo Celtic Holidays, Naturally West Holidays, IRD Kiltimagh Ltd and other bodies as directed and report on the works being carried out and the planning of other works to be carried out.
15. Provide your own transport as required.
16. Any other works as may be prescribed by the sponsor from time to time.