



General Manager

Candidate Briefing Document

axis

ABOUT AXIS BALLYMUN

Axis Ballymun is a Community Resource Centre with an Arts Centre at its heart, a venue, and a resource to people in Ballymun and the wider city. It is a champion for excellence through inclusion and a hub of creative activity for community members, artists, participants and audiences.

Now 25 years old, it emerged from the regeneration of the area - driven by local artists and activists who campaigned for the space to exist - and retains a strong connection to the Ballymun community while increasingly reaching the wider Dublin population.

For more information, visit: <https://www.axisballymun.ie/>



OUR FACILITIES

- 211 seat theatre;
- Community Creche;
- Conference Centre;
- Arts Spaces including Dance Studio and recording studio;
- Office space rented to community focused organisations.

RESOURCES

- Axis has a dedicated staff team of 35.
- In 2024, Axis had an income of €2,519,352 and expenditure of €2,527,815. The organisation is primarily funded by Dublin City Council and the Arts Council.

GOVERNANCE

Axis is a registered charity and CLG, legally constituted as both an arts centre and a community resource centre.

It is governed in accordance with its Constitution by a Board of Directors who are responsible for good governance and the strategic direction of Axis.

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CONTEXT FOR APPOINTMENT

As Axis Ballymun marks its 25th year and develops its next strategic plan, it has created a dedicated General Manager position to lead and strengthen the organisation's day-to-day operations.

Working closely with the CEO, the General Manager will play a central part in building the systems, processes and relationships that allow Axis to deliver on its mission through an exciting period of growth and change.



THE POSITION



Title	General Manager
Reporting to	Chief Executive Officer
Direct Reports	3 - Operations Manager, Crèche Manager and Maintenance Manager
Place of Work	Axis, 9 Main Street, Ballymun, Dublin. Hybrid working: a minimum of three days on-site, with one to two days remote, subject to business requirements
Contract Type	Permanent
Working Hours	Full-time (35 hours per week, with some flexibility regarding start time, e.g., 9am-5pm or 10am-6pm). The nature of this post requires flexibility in the hours of work including occasional weekends.

ROLE SUMMARY

The General Manager is a senior operational leadership role responsible for the smooth, safe and effective day-to-day running of Axis - its people, building, systems and operational governance - ensuring the organisation meets its legal, regulatory and funder obligations and continues to serve its community well.

Working in close partnership with the CEO and senior managers, the General Manager will lead the operations of the organisation, line-manage a number of senior staff, oversee the building and its outsourced service contracts, and provide administrative support to the Board and to the organisation's finance and funding activity.

Building and Facilities Management

- Oversee the safe, smooth operation of the building, working with the Maintenance Manager on maintenance, repairs and day-to-day facilities.
- Ensure compliance with statutory requirements, including fire safety, accessibility, health and safety, and insurance obligations; maintain the risk register, risk assessments, incident reporting and safety procedures.
- Support capital projects, refurbishments and equipment upgrades, and the ongoing 'greening' of the building and its climate-action and adaptation practices.

Staff Leadership and HR Administration

- Line-manage assigned managers and staff - including the Operations/Office Manager, Crèche Manager and Maintenance Manager - through effective supervision, performance management and rota oversight.
- Oversee day-to-day HR administration, including contracts, policies and procedures, leave, performance reviews and recruitment administration, working with the organisation's outsourced HR provider to ensure best-practice policies and procedures.
- Foster a positive, inclusive and collaborative workplace culture and coordinate professional development, access and wellbeing supports for employees.





Outsourced Services and Contract Management

- Manage and optimise outsourced service contracts and service-level agreements - security, cleaning, IT and external HR - monitoring service quality and value for money and addressing issues proactively.
- Lead procurement and tendering processes, including evaluation, contract review and renewal, and maintain accurate contract records and compliance with procurement guidelines.
- Manage relationships with on-site tenant organisations.

Organisational Effectiveness & Cross-Team Coordination

- Lead operational planning and ensure effective coordination and information flow across departments.
- Review, tighten and update systems and processes across HR administration, health & safety and building management.
- Contribute to organisational development and the implementation of key initiatives, including the new strategic plan.
- Represent Axis professionally with stakeholders, partners, service providers and community groups.

Governance & Board Support

- Support the CEO and Board by coordinating the production of board papers, packs and reports, taking minutes, and managing the board calendar.
- Support the organisation's AGM logistics, documentation and statutory reporting, working alongside the Company Secretary.
- Maintain organisational policies and procedures, ensuring they are reviewed and updated regularly.
- Support the CEO with governance planning, reporting, and communication with board members to ensure compliance with the Charities Governance Code and the requirements of the Charities Regulator and relevant funders.
- Attend Board and subcommittee meetings as required, primarily in a minute-taking and coordinating capacity.

Finance and Funding Support

- Work closely with the CEO and Finance Manager to support the organisation's funding activity - preparing and pulling reports, supporting applications, managing timelines and attending funder meetings alongside the CEO.
- Support the preparation of documentation for funding drawdowns (including Arts Council, local authority and project-based grants) and reporting to funders and the Board.
- Monitor expenditure, track variances, and support financial decision making.
- Support internal financial processes, procurement and audit preparation, working alongside the Finance Manager, who leads on budgeting and financial forecasting.



PERSON PROFILE

This is an opportunity for an organised, systematic and collaborative leader to play a central role in one of Dublin's most established and much-loved arts and community organisations.

The successful candidate will be comfortable working across a diverse range of stakeholders – staff, service providers, tenant organisations, funders and the local community – and capable of strengthening the systems and processes that allow Axis to thrive. They will be adaptable and hands-on – familiar with working within the rhythms of a community-rooted, board-governed organisation.



CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
3+ years of management experience within the charity, NGO, not-for-profit or social-enterprise sector, with an understanding of how such organisations are structured and governed.	✓	
Experience managing staff and HR processes.	✓	
Strong relationship-management skills across diverse stakeholders – service providers, tenant organisations, funders and the local community.	✓	
Excellent organisational, administrative and problem-solving skills.	✓	
Strong written and verbal communication skills, including report writing and minute-taking.	✓	
Ability to manage multiple priorities in a dynamic, fast-paced environment.	✓	
Proficient with MS Office (Word, Excel, etc.) and comfortable learning new systems and pulling reports.	✓	
A genuine commitment to Axis's mission and the community it serves.	✓	
Experience in the arts, cultural or community sector.		✓
Knowledge of the Charities Governance Code and local/national funding structures.		✓
Experience managing capital projects and building compliance / health & safety.		✓

If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.

PRIORITIES FOR POST HOLDER IN FIRST 6 MONTHS

In your first 6 months in the role, you will lead on the following priorities:

- ✓ Build strong working relationships with the CEO, senior managers, the wider staff team and key external stakeholders, and develop a thorough understanding of how the organisation operates.
- ✓ Support the development and implementation of the organisation's new strategic plan (2027–2030).
- ✓ Support the CEO and Board to develop and manage governance policies and systems.
- ✓ Review and update systems and processes across HR administration, health and safety, and building management, identifying areas of strength and opportunities for improvement.
- ✓ Review the organisation's major contracts and suppliers to identify opportunities for improved value and potential savings.

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved. It may be necessary to step beyond the areas outlined above to support others from time to time.

REMUNERATION

The salary for this role is **€55,000 per annum**.

Axis Ballymun provides staff members with a range of benefits and supports, including:

- 26 day's annual leave, exclusive of public holidays.
- Family flexible working hours and hybrid working (subject to business requirements).
- Access to Personal Retirement Savings Account (PRSA).
- Staff training and development opportunities.



APPLICATION PROCESS

Recruitment for this role is being managed exclusively by 2into3.

If you are an organised and values-driven professional looking to take on a rewarding and varied leadership role, please send your CV and cover letter to **Shannon Barrett, Principal - Talent Services, 2into3.**

The closing date for applications is **Monday 13th July, 2026.**

All enquiries regarding the role will be held in strictest confidence.

- **E-mail** shannon.barrett@2into3.com
- **Mobile** + 353 86 180 6051
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** www.2into3.com

Axis Ballymun is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.

At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates in the recruitment process. Please let us know if you require any specific accommodations at any stage of the recruitment process.

All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our [Privacy Statement](#).

This position will be offered subject to garda vetting and pre-employment reference checks. The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

