

KEY RESPONSIBILITIES/JOB DESCRIPTION

1. Operational Management

- Support the day-to-day management of the Centre.
- Manage group bookings and guided tours, ensuring effective scheduling and resource allocation.
- Assist staff in delivering a high-quality visitor experience.
- Deliver guided tours as required.
- Liaise with Deilg Inis Living History Theatre Company regarding actor provision and scheduling.
- Oversee and review scripts for Living History tours.
- Coordinate rehearsals at the start of each tour season (National Schools, Language Schools, Heritage, Halloween, Christmas, Guided Walks).
- Monitor and refine scripts throughout the season.
- Ensure the Centre maintains high presentation standards.
- Prepare staff rosters in line with operational needs and statutory working time requirements.

2. Educational & Creative Development

- Collaborate with guides and actors to maintain and enhance interpretative quality.
- Contribute to the development of inclusive educational programmes for schools and community groups.
- Maintain ongoing research to ensure historical accuracy.
- Assist in planning and delivering literary events and festivals.
- Support development of accessible and culturally inclusive programming.

3. Staff Support & Development

- Assist with induction and training of volunteers and staff, including Community Employment participants.
- Support performance development and upskilling initiatives.
- Deliver monthly operational and booking reports to the Manager.
- Compile required statistical reports for tourism authorities.

4. Administrative & Financial Responsibilities

- Support oversight of retail operations, financial controls and invoicing.
- Ensure accurate record keeping and timely collation of invoices.
- Assist with lodgements and banking procedures in line with internal financial controls.
- Liaise with payroll providers regarding required reporting.
- Assist with preparation of funding applications for literary and heritage initiatives.

All financial duties will be carried out in accordance with the organisation's internal financial control procedures and the Charities Governance Code.

**Dalkey Castle &
Heritage Centre**

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5. Governance, Compliance & Safeguarding

The Assistant Manager will:

- Operate in accordance with the Charities Governance Code.
 - Ensure adherence to the Safety Statement and all health and safety policies.
 - Comply with the Organisation of Working Time Act 1997.
 - Maintain strict confidentiality and comply with GDPR requirements.
 - Ensure appropriate documentation is submitted to the Department of Social Protection, where applicable.
 - Promote a culture of dignity, equality and inclusion.
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6. Terms and Conditions

- **Salary** - €47,500 gross per annum.
 - **Working Hours** - 37.5 hours per week, rostered over six days, including some weekends. Working arrangements will comply fully with the Organisation of Working Time Act 1997, including statutory rest periods.
 - **Annual Leave** - Annual leave will be provided in accordance with statutory entitlements (currently 20 days per annum for full-time employees), plus public holiday entitlements, pro rata where applicable.
 - **Sick Leave** - Statutory sick pay provisions apply, with medical certification.
 - **Pension** – The Company does not operate an occupational pension scheme. The Employee acknowledges that from 1st January 2026, the Employee may be eligible for automatic enrolment in the State's retirement savings system ("MyFutureFund") in accordance with the Automatic Enrolment Retirement Savings System legislation, and that the Company will comply with its statutory obligations in respect of that scheme.
 - **Probation** - The role is subject to a probationary period of six months, which may be extended in line with organisational policy.
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