

Company Number: 34572  
Charity Number: 14990



**Accessible Community  
Transport Southside**

Unit 9A, Nutgrove Enterprise Park, Nutgrove Way, Rathfarnham, Dublin 14. D14 A8P7  
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*"Our mission is to provide accessible affordable and reliable transport to people with disabilities whose accessible transport needs are not being met by public or private transport provision".*

## Job Description

# MANAGER

Accessible Community Transport Southside (**ACTS**) is a not for profit, social enterprise with charitable status specifically formed to provide door to door accessible transport to people with disabilities / people with limited mobility across the County Council areas of Dún Laoghaire Rathdown and Dublin South. Our mission is to provide accessible affordable and reliable transport to people with disabilities (primarily to wheelchair users and people relying on rollators) whose accessible transport needs are not being met by public or private transport provision.

### **Overall purpose:**

Accessible Community Transport Southside is part funded by the Pobal administered Community Services Programme through the Department of Community and Rural Affairs. The **ACTS** Manager will have responsibility for the overall coordination and delivery of the service.

### **Key Duties and Responsibilities of the Managers include, but are not limited to:**

#### **Staff:**

- Supervision of staff, drivers, and administration, on a daily basis including timesheets, work rotas, booking schedules, payroll, holiday/sick leave and all other HR/IR related issues
- Responsible for all matters relating to staff and company health and safety
- Supervision and monitoring staff performance with particular emphasis on training and development for the benefit of the business
- Overseeing bookings to ensure that the drivers schedule is workable within their hours with assistance of the CTX Scheduling system

#### **Finance/Admin:**

- Supporting office administration, ensuring that the scheduling system, CTX, is applied correctly and monthly invoices processed and reconciled on the Sage 50 Accounts system
- Managing the day to day finances of **ACTS** including monitoring costs, income, budgets and funding / grant applications
- Coordinating all bank lodgements and the completion of monthly bank reconciliation through the Sage 50 accounts system
- Liaising with the Company Accountant to prepare quarterly Profit & Loss reports for the Board
- Liaising with the Company Auditor and having all relevant files ready in terms of preparing the annual financial statements.

- Ensuring that the service has adequate insurance for all its assets, staff, and operational liabilities
- Maintaining information systems / CRM systems and ensuring all regulatory obligations are met in relation to data protection / GDPR etc

#### **Fleet:**

- Overseeing the maintenance of the Fleet, in conjunction with senior driver(s), in terms of regular service, DOE tests, tax discs applications, Fleet insurance, IWA blue card and Egis card for tolled roads
- Sourcing new and replacement vehicles as required
- Ensuring daily vehicle safety checks are completed/recorded and any issues identified addressed as appropriate e.g., relating to the Covid Protocols that are in place
- Liaising with the RSA as required

#### **Board:**

- Preparing operational plans and budgets for consideration and approval by the Board
- Implementing plans as approved by the Board of Directors:
- Supporting the Board to ensure good governance practise throughout the service and compliance with the Charities Governance code
- Report monthly and/or as required to the Board and Management Committee on the progress of the business both financially and operationally

#### **Customers:**

- The Manager will also be responsible for dealing with **ACTS** Travel club membership: responding to queries from individuals, groups and regular users of the service and working to ensure the growth and development of the service.

#### **Business Development:**

- Establishing targets and goals for the development of an effective service in association with the Board of Directors
- Developing the customer base to a viable economic level
- Undertaking publicity of the service in the local communities, the disability sector and amongst Statutory and Voluntary agencies
- Identifying and attracting additional sources of income through avenues including grant applications and corporate sponsorship/advertising activities
- Facilitating and the implementing of fundraising activities to assist with raising funds for the purchase of new vehicles
- Liaising with Voluntary and Statutory agencies, other service providers and interested parties for the benefit of the business and to highlight relevant sectoral issues at a national/governmental level as appropriate

#### **Funders:**

- The Manager will be responsible for liaising with our main funders, Pobal, to ensure all activities are in line with programme criteria and safeguard future funding applications. Specific tasks in this regard will include, but are not limited to:
  - Completing all 6-monthly programme returns
  - Preparing the 3-year funding application
  - Providing updates and reports as required
  - Confirming all operations/spend is in line with funding criteria

- Liaising with Pobal support staff
- Submitting necessary reports to Pobal Community Service Programme as required

### **Reporting Relationships.**

The Manager will report to the Chairperson and to the Board of Directors

### **Conditions of Appointment:**

The initial appointment will be for a 12-month period, with potential to extend dependant on overall funding and performance. Proposed start date is no later than 1<sup>st</sup> March 2021

The Salary is €35,000 gross and will be reviewed after year one.

### **Candidates must have:**

Minimum of 3-years relevant supervisory experience

A good understanding of Transport management with strong financial experience

Experience of working in the Community and Voluntary sector is desirable.

Organisational ability to manage deadlines and to work accurately under pressure

High level of communication skills both verbal and written

A knowledge and understanding of Social Inclusion issues particularly as they relate to people with disabilities

### **Application process**

Applications marked Manager of **ACTS** to be sent by email to [info@actsltd.ie](mailto:info@actsltd.ie)

Please include a cover letter (no more than 2 pages) outlining your suitability for this position and an up-to-date CV (no more than 2 pages), including details of referees.

Following on from the first interview short listed candidates will be required to make a brief presentation at a second interview.

**Closing date for receipt of applications is noon (12pm) on Wednesday 20th Jan. 2021.**

**First round interviews will be held in the week beginning Monday 1st Feb. 2021.**

Accessible Community Transport Southside is an equal opportunities employer



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