



## **Social Enterprise Operations Manager – Clean Slate Property Services**

Clean Slate is a Social Enterprise that was set up in 2021 to support those with a criminal history to access employment. Clean Slate provides comprehensive property clearance and maintenance services to Local Authorities, Housing Associations, Community Organisations, Charities and Private Sector Property Managers in the Dublin area.

We have an exciting role to lead the operations of Clean Slate Property Services in its next phase of development. Supporting and mentoring the staff on Clean Slate is a key part of this role.

### **The Social Mission**

Clean Slate acts as a progression for The Bridge Project\* and other organisations who work with those furthest from the labour market. Clean Slate provides employment but also acts as a stepping stone into the labour market for those wanting to gain work experience and move into other employment opportunities.

\*The Bridge Project is a community based organisation that works to reduce recidivism of adults with a criminal history and helps them to re-integrate into the community.

Bridge envisions a future where all those with an offending history are afforded opportunities to develop their full potential, reintegrate with families and society and to attain employment. We do this in many ways through a range of evidence based, structured programmes delivered by a multi-disciplinary team. A key focus for us is supporting participants to address their educational and training needs through educational assessments and support, accredited training in skills such as barbering, barista and bicycle mechanics. We wanted to go a step further into supporting people to reintegrate back into society by starting our social enterprise, Clean Slate, and provide employment opportunities for those furthest from the labour market.

### **Key Responsibilities:**

#### **1. Operations**

- Provide leadership with empathy, to the social enterprise staff.
- Planning, directing and coordinating the onsite work of the social enterprise.
- Customer liaison and development of customer relationships.

- Ensure that the health and safety procedures, codes of conduct and other procedures are adhered to at all times.
- Staff support and supervision and staff appraisal.
- Identify training needs and source training for staff.
- Develop annual business objectives, plans and budgets.
- Rota and timesheet management. This requires liaising with stakeholders and balancing other commitments the staff may have such as training and education.
- Responding to (or escalating) customer complaints or site problems.
- Risk management: including identification of hazards, management and mitigation of risks; ensuring staff are trained in risk management.
- Managing and ordering supplies and equipment (including safety equipment); checking equipment is in working order.
- Quality management and implementing quality audits of on-site work (and overseeing rectification of issues).
- Vehicle management and driving to different jobs across Dublin. Responsible for transporting staff to and from jobs and transporting equipment.

## 2. Business Development Function

- Identify potential new areas of work to ensure sustainability; monitor the progress and development of the social enterprise.
- Contracts negotiation and management with customers.
- Promote the social enterprise with external stakeholders.

### Clean Slate Property Services

Service offering	Activities / detail	Potential clients
<b>Void clearance</b>	Enabling works – preparation for technical /trades works, e.g.: <ul style="list-style-type: none"> <li>▪ Cleaning and deep cleaning</li> <li>▪ Grass-cutting</li> <li>▪ Attic clearance</li> <li>▪ Painting as required</li> <li>▪ Skip ordering &amp; coordination</li> <li>▪ Cleaning of sanitary ware</li> </ul>	<ul style="list-style-type: none"> <li>▪ Housing associations</li> <li>▪ Private sector (e.g. student accommodation – seasonal / summer work)</li> </ul>
<b>Grounds maintenance (seasonal)</b>	<ul style="list-style-type: none"> <li>▪ Grass cutting and maintaining grass verges</li> <li>▪ Weeding, planters, flower boxes, cutting, strimming, trimming hedges</li> </ul>	<ul style="list-style-type: none"> <li>▪ Housing associations</li> <li>▪ Private sector (e.g.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Power-hosing and path clearing</li> <li>▪ Salting and gritting paths</li> <li>▪ Litter picking</li> <li>▪ Clearance of bulky items (e.g. illegal dumping)</li> <li>▪ Ad hoc call out service (one off jobs)</li> </ul>	<ul style="list-style-type: none"> <li>student accommodation)</li> <li>▪ Some local authority work</li> </ul>
<b>Communal services</b>	<ul style="list-style-type: none"> <li>▪ Painting communal areas</li> <li>▪ Anti-climb paint</li> <li>▪ Anti-graffiti paint and clearance</li> <li>▪ Carpet cleaning, vacuuming</li> <li>▪ Changing light bulbs</li> <li>▪ Signage: repair and installation</li> <li>▪ Gutter cleaning</li> <li>▪ Bin store cleaning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Housing associations</li> <li>▪ Private sector (e.g. student accommodation)</li> <li>▪ Some local authority work</li> </ul>

**Person Specification:**

- Full Clean Driver’s licence (essential)
- Experience of working in a similar role or similar field.
- Management or supervisory experience.
- Experience of working with vulnerable adults and those furthest from the labour market.
- Excellent organisation skills.

**Role:**

- Reporting to the Executive Manager of The Bridge Project.

**Terms:**

- 39 Hour week
- 24 Days Annual Leave
- 2 Privilege days; Good Friday and Christmas Eve
- Salary: Circa €50 – €60k, depending on experience

If you wish to apply for this position, please submit your C.V. and a cover letter to [sharon@bridge.ie](mailto:sharon@bridge.ie).

Closing Date for applications is Wednesday 31<sup>st</sup> July at 5pm.