



## **We're hiring at Tara!**

We are looking for a **General Manager** to join The Tara Building and play a pivotal role in fostering our vibrant community.

We are seeking an enthusiastic and dynamic General Manager to lead and manage all aspects of The Tara Building. The ideal candidate will be a proactive and compassionate leader with a strong commitment to our values. As General Manager, you will be responsible for overseeing daily operations, enhancing member experiences, fostering community engagement, and driving our double bottom line of business and social impact.

**Job Title:** General Manager, The Tara Building

**Reporting to:** Luke Keily (Co-Founder, COO)

**Location:** The Tara Building, 11-15 Tara Street, Dublin 2

**Days:** Monday – Friday, 9am - 5pm. Should events require evening/weekend work (by prior agreement), time can be claimed back in lieu

**Salary Package:** €52-€62k based on strength and experience of candidate, + bonus + benefits

**Job Type:** Permanent full-time contract. Probation period of 6 months

### **The Tara Building – Who We Are**

The Tara Building is an independently owned, community-led workspace in the heart of Dublin city centre. We offer coworking, private offices, meeting rooms, best-in-class member engagement, and a beautiful rooftop garden – but most importantly, we are home to a community of curious, ambitious people.

We are a tiny, close-knit team with big ambitions. We believe in the power of our values and a compassionate approach to positively impact people, society, and the planet.

The Tara Building Values: Community | Creativity | Sustainability | Inclusivity | Enterprise

## **Key Responsibilities & Duties**

### **Operations Management**

- Ensure smooth day-to-day operations of The Tara Building, including Front of House, coworking spaces, private offices, meeting rooms, and communal areas.
- With a keen eye for detail and 5-star service mindset, ensure the building is well-maintained, safe, and welcoming.
- Oversee relationships with key suppliers, vendors and service providers.
- Implement and improve processes to enhance operational efficiency and member satisfaction.
- Assist with other business ventures as required, including the redevelopment and management of the neighbouring six units.

### **Team Leadership**

- Lead, mentor, and inspire a small team, fostering a positive and collaborative work environment and promoting professional development.
- Conduct team & 1-1 meetings to align on goals, share updates, & maintain open communication.
- Identify and address any team challenges.
- Lead all recruitment efforts and ensure new team members are effectively onboarded and trained.
- Manage all HR documentation and policies with support from our HR consultants.

### **Community Engagement**

- Develop and implement initiatives to enhance member engagement, satisfaction, and retention. Foster a sense of community with members through events, comms, & personalised interactions.
- Provide exceptional service to members, addressing their needs & concerns promptly and effectively.
- Oversee and manage a jam-packed programme of community events.

### **Sales & Marketing**

- Develop and execute sales & marketing strategies to attract new members & retain existing ones.
- Oversee digital marketing content and campaigns, such as website updates, email marketing, social media and Google Ads.
- Be a custodian of The Tara Building brand, ensuring all communications and marketing materials reflect our values and ethos.

### **Financial Management & Strategic Planning**

- Take ownership of The Tara Building P&L; driving revenue and seeking efficiencies whenever possible to grow our net profit and achieve financial targets.
- Providing insights, data, and analysis so we can make informed decisions
- Oversee forecasting, tracking KPIs and reporting on a monthly and annual basis.

- Collaborate with the management team to develop and execute long-term strategic plans for growth and development.

### **Sustainability**

- Drive and implement initiatives to reduce environmental impact & promote sustainable practices.
- Collaborate with key stakeholders to brainstorm and execute eco-friendly practices and events.
- Assess and report on our environmental impact, setting goals for continuous improvement.

### **Skills & Personal Characteristics**

- Preferably 2+ years experience as an Assistant General Manager, General Manager, Brand Manager, Marketing Manager or Operations Manager.
- A passion for people, culture and creative spaces is essential
- Extremely organised and results-driven with strong attention to detail
- Proven time management skills, with the ability to manage multiple projects at once
- Excellent communication and interpersonal skills
- Proven people management skills
- Experience in marketing, event management and/or communications
- A strong sense of initiative and drive

### **Tara Benefits - Our Commitment to You**

- Some flexibility with working hours, with the potential to occasionally work from home
- 26 days annual leave plus public holidays and Good Friday
- 1 day of paid leave for volunteering activity
- Up to 10 days paid sick pay on probation completion
- Compassionate leave
- Bonus scheme
- Company pension scheme
- Cycle to Work scheme
- Access to our Employee Assistance Programme
- Team building activities and social events
- Free access to all Tara events and classes
- Continual professional development and career coaching

## **How to Apply**

If you are passionate about community, creativity, sustainability, inclusivity, and enterprise, and think you have the skills and experience to lead The Tara Building, we would love to hear from you.

Please send your CV and cover letter outlining your suitability for the role to [hr@thetarabuilding.com](mailto:hr@thetarabuilding.com).

To help us get to know you better, the interview process will include a quick mental agility test and a McQuaig personality test, as well as a practical task.

Applications will close on **1st September 2024**. We can't wait to hear from you!

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**The Tara Building is an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**