



Day Centre Manager – Waterford

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people living with dementia and their family are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person living with dementia and their family at its core.

We are recruiting a Day Centre Manager to lead the Day Centre and Support Services in Waterford who will report to the Operations Manager.

This is a permanent contract, working 35 hours per week. (Monday – Friday 9am to 5 pm)

Reporting to Operations Manager, this position's primary responsibility is to deliver efficient and effective support services to people living with dementia and their families. This will be achieved through the impactful, supportive, and delivery-focused leadership of front-line management within the service.

With a strong focus on efficiency, systems and quality of care, the Service Manager will ensure consistently high standards are achieved across all facets of his/her responsibility.

Salary will be commensurate with the care sector, and dependent on relevant experience.

A detailed job description is available on The ASI website: www.alzheimer.ie/careers

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Closing date for applications is **7th September 2026**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

Job Title: Day Care Manager	Job Holder:
Job Location: Waterford Daycare & support Services	Reports to: Operations Manager

Purpose of Position:

Reporting to Operations Manager, this position's primary responsibility is to deliver efficient and effective support services to persons living with dementia and their families. This will be achieved through the impactful, supportive, and delivery-focused leadership of front-line management within the service. With a strong focus on efficiency, systems and quality of care, the Daycare Manager will ensure consistently high standards are achieved across all facets of his/her responsibility.

Main Duties and Responsibilities:

1. Provide daycare and support services to the person living with dementia that focuses on increasing their self-esteem and provides a better quality of life for the person living with dementia and their carers
2. Respect the rights, dignity and confidentiality of all clients that attend the day care centre and support services and their carers/advocates.
3. Build up a trusting relationship with clients and their carers so that they feel secure in the daycare environment
4. Provide stimulating and enjoyable activities for the clients in a relaxed and homely environment
5. Oversee the planning, development and delivery of a diverse range of services and activities tailored to the needs and interests of the clients
6. Provide care support and education to family carers
7. Supervise, coordinate and support the work of all staff assigned to the services
8. Lead the teams to ensure that we meet and/or exceed all targets whilst always focusing on best practice and flexibility to deliver to client needs and requirements.
9. Ensure the effective management of all human resources (staff & volunteers); ensure clarity of roles, assignment of duties, adequate staff client ratios, arrangement of leave and payment of salaries etc.
10. Ensure fair and consistent application of all ASI policies and procedures including the ASI Health and Safety system.
11. Provide clear, concise, and timely information to team members.
12. Support and develop the volunteer network and ensure new volunteers are supported and trained.
13. Lead effective communication and integration between the services and National Office
14. Ensure that the reputation of the Society and the Service is protected and developed by ensuring that all operational, financial, and regulatory standards are met in line with Society policy and procedure
15. Manage and maintain records and documentation and standard operating procedures to include legislative and compliance documentation for the service
16. Manage budgets, resources and staffing to ensure efficient and effective daycare and support service delivery
17. Promote daycare and support services at a local level and network with local organizations and healthcare providers
18. Carry out other duties and responsibilities that may be assigned from time to time.

PERSON SPECIFICATION:

Knowledge/Experience:

- Minimum of 3 years' experience in a similar role / environment
- Degree or foreign equivalent (validated by NQAI) ideally in Nursing or Social Care or Social Studies or
- A third level qualification in business, management or facility management
- Proven ability to provide excellent leadership of successful teams (staff & volunteers)
- Experience of People management
- Excellent communication, time management and organizational skills
- Proven experience in service delivery and service development
- Demonstrated knowledge of the voluntary sector, older people issues and dementia
- An understanding of legislation relevant to the role e.g. Health and Safety, Employment legislation etc.
- Proficiency in MS Office (Excel, Word, PowerPoint & outlook) & SharePoint
- Full clean driving licence

Job Requirements:

The successful applicant will need to demonstrate the following competencies

- Leadership & Staff Management
- Strong organizational and time management skills
- Excellent communication & interpersonal skills
- Ability to multitask, prioritize, meet deadlines & make the best use of resources
- Ability to work independently and as part of a team
- Attention to detail and accuracy
- Flexible and adaptable to changing needs and priorities
- Collaborative, positive professional and enthusiastic attitude to work

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description.