

**Invitation for Expression of Interest to provide
Management Services for Community Centre
at Crokers Hill, Kennyswell Road, Kilkenny City.**

Closing Date Extended to Friday 28th February, 2025



About the Contracting Authority

Kilkenny County Council, the contracting authority is the authority responsible for this expression of interest.

Kilkenny County Council is the Local Authority for the administrative of county Kilkenny. Kilkenny is located in the south east of Ireland, in the Southern Region. Kilkenny is the 16th largest of the 32 counties in area (at 2,062 km²), with a population of 104,160. The 2022 census gave the population of Kilkenny City as 27,184, the thirteenth-largest urban centre in Ireland

Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level. Further information is available at our corporate website www.kilkennycoco.ie

Crokers Hill Community Centre

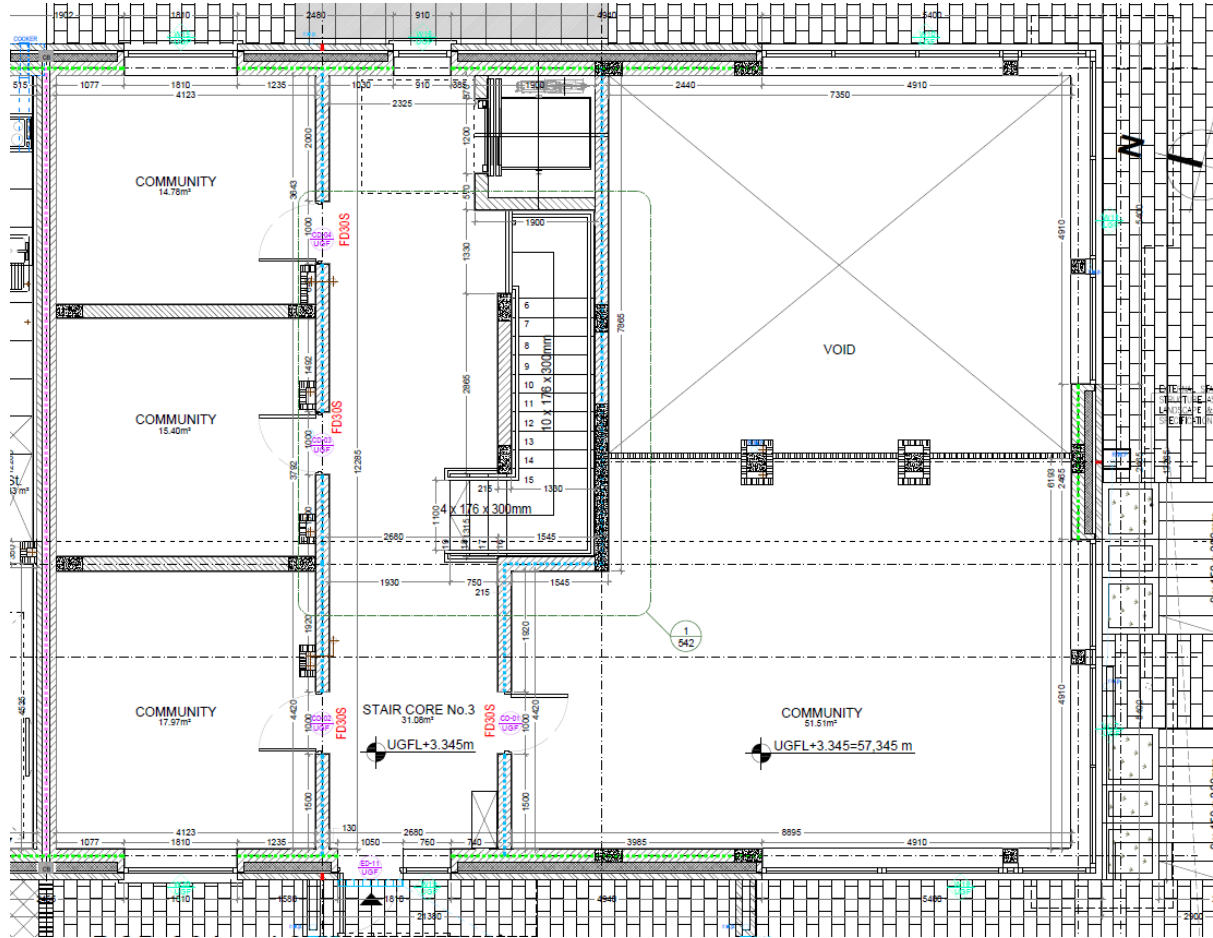
Kilkenny County Council is seeking expressions of interest from community groups and organisations to manage and operate the Community Centre at Crokers Hill for a period of 5 years.

Kilkenny County Council would like to hear from organisations or groups who are interested in taking over the management and running of the community centre for a period of 5 years. The Community Centre is located on the Kennyswell Road on the outskirts of Kilkenny City and forms part of the new housing development at Crokers Hill where the Council will be providing 88 social housing units. The premises is spread over two storeys, comprised of a number of meeting rooms of varying sizes, offices, storage space and kitchenette with a total area of 313 sq. m. More detailed plans can be made available and viewing is advised prior to any expressions of interest to ensure a full understanding of the building is in place.

Kilkenny County Council is required to undertake a process to agree an arrangement for the management of the Crokers Hill Community Centre. This will involve selecting a community/ voluntary organisation to act as Managers of the Community Centre. In general, this entails managing each element of the Facility in an effective and professional manner and to a standard of excellence so as to ensure the provision of a full range of activities to be used solely for community and youth services related activities and for the benefit to the general public in the catchment area. It is proposed that the prospective organisation will manage the premises for an initial 5-year period, with an annual review.

This is an opportunity for a community group/organisation to acquire office space for their own use whilst managing the building.

Lower Ground Floor



Upper Ground Floor

Community Space Crokers Hill		Sq. M
Lower Ground Floor	Community Space	89.71
Lower Ground Floor	Meeting Room 1	14.78
Lower Ground Floor	Meeting Room 2	15.40
Lower Ground Floor	Store	17.88
Lower Ground Floor	Male WC	5.13
Lower Ground Floor	Female WC	5.13
Lower Ground Floor	Circulation Space	34.45
Upper Ground Floor	Community Space	51.50
Upper Ground Floor	Meeting Room 3	14.78
Upper Ground Floor	Meeting Room 4	15.40
Upper Ground Floor	Meeting Room 5	17.97
Upper Ground Floor	Circulation Space	30.69
	Total Space	313.82

Requirements will include the following: -

- Manage each element of the Facility in an effective and professional manner ensuring a standard of excellence is provided to ensure the development of a full range of activities to be used solely for community and youth services related activities and for the benefit of Crokers Hill Residents and to the general public in the surrounding area.
- Under the direction of Kilkenny County Council, actively promote, encourage, and market the optimum use of the Facility.
- Promote maximum use of the facility when not required by youth and community services;
- To manage and develop the building as a community focused centre available for a range of community activities / events / supports and ensure that it becomes a community centre available for hire for Crokers Hill residents, local community groups, support services and the general public
- To ensure that the building is available to facilitate community building for the new residents of Crokers Hill estate and to assist with the integration of the new residents into the local community
- To support the delivery of support services (e.g. by the HSE, Local FRC etc) to the residents of Crokers Hill, particularly those with disabilities and complex needs.
- To ensure the facility is adequately resourced in terms of having an experienced management structure in place as well as having a clear financial plan.
- To complement the Council in meeting its Corporate and Community Plan objectives.
- Provision of an occasional office and meeting facility for Kilkenny County Council Housing Team and / or any third parties appointed to manage the maintenance of the estate.
- Keep the Facility and Building in a safe, clean, hygienic, orderly, and attractive state and condition
- to be responsible for all costs associated with the running of the facility and to be responsible for the payment of all outgoings and utility bills in respect of the property including water, service charges including rates (if applicable)
- to manage all income generation, and to ensure that the Facility is operating to its full capacity and within governance rules.
- Prepare and implement a proper and effective safety statement and a proper and effective risk management programme for the centre.
- Ensure its staff have undertaken appropriate training and are fully conversant with Health and Safety issues in relation to the facilities;
- Provide all required Indemnities and Insurances.
- Prepare and furnish an Annual Report to Kilkenny County Council on the operation of the Community Centre including details of activities, opening hours and users.

This list is indicative and not exhaustive. A contract/agreement will be put in place with the successful organisation with specific arrangements, details and requirements for the management of the community centre at Crokers Hill.

It is intended that the Management Agreement will be for five-year duration to be reviewed annually. The successful application will develop a plan over the 5-year period to ensure capacity building and optimum use of the facility.

Organisations interested in leasing the community centre are asked to submit an Expression of Interest. This opportunity is open to voluntary, community, charities and social enterprise organisations which are suitably qualified and meet the criteria set out in this expression of interest.

The successful organisation/group should have: - a track record of community engagement and an understanding of what is required to successfully manage a community building, experience and expertise of financial planning and control, and a track record of fundraising.

How to Apply

To submit an Expression of Interest please provide the following information: -

- Outline details and overview of your organisation
- Business Plan / Proposal for Operation of the Community Centre
- Details of experience and expertise in Community Engagement
- Details of experience and expertise in financial planning and control

Expressions of interest should be submitted to Cora Nolan at cora.nolan@kilkennycoco.ie by **5.00pm Friday, 28th February, 2025**. Should any potential applicant wish to view the building prior to submitting an expression of interest this will be facilitated by appointment and by contacting Cora Nolan, Tel no. 056 7794931 or by email.

Expressions of Interest will be considered by a panel and an interview may take place.