**KYLEMORE COMMUNITY TRAINING CENTRE**

**General Manager (Acting)**

Kylemore Community Training Centre (KCTC) provides vocational training and education options to meet the needs of young people aged 16 – 21 from the local area who have left school early i.e. before Leaving Certificate and who are unemployed. Our Skills Development Programme is designed to enhance each learner’s opportunities to learn new skills and achieve the certification necessary for progression into employment, further training or continued education. Delivering QQI Levels 3 & 4 training we are one of the main delivery mechanisms for the Foundation phase of YOUTHREACH

Community Training Centre’s - 35 across Ireland - are responsive to the role of CDETB (formerly FÁS) in implementing National and Local Policy second chance education and training initiatives

The Board of Directors invites applications from suitably qualified, enthusiastic and self-motivated individuals for the position of*:*  **Acting General** **Manager (GM).** The role is to cover a secondment period of 18 months.

The GM, under the direction of, and accountable to, the Board of Management, will be responsible for the effective running of the CTC including, Budgets, Development and Delivery of Services, Staff Development and maintenance of positive Employee Relations etc.

***Qualifications and Experience - a successful candidate will have:***

* Significant management experience – preferably in a similar educationally related field.
* A recognised degree level qualification or equivalent.
* Strategic, business and financial planning experience.
* Excellent communication and leadership skills.
* Initiative and the ability to motivate and work effectively with the Board, staff (full and part time), learners, CDETB and other key stakeholders.
* An understanding of key issues and the role of agencies relating to young early school leavers.
* An understanding of QQI and Quality Assurance accreditation requirements.
* IT skills.

The successful candidate will be appointed subject to receiving the appropriate Garda clearance.

The starting salary associated with the post is €38,333 p.a. A job description is available on request to mquinn@kylemorectc.ie

Completed applications MUST include a cover letter and curriculum vitae, marked P**rivate and Confidential**, FAO: The Chairperson, Kylemore Community Training Centre, 1st Floor Ballyfermot Resource Centre, Ballyfermot Road, Dublin 10. You can also email fully completed applications to the email address above.

Closing date for receipt of applications is **9am on Monday 4th April 2016.** Late applications will not be considered and short listing may apply. Interviews are expected to be held on Thursday 14th April 2016.

*Canvassing will disqualify*.

***Kylemore CTC is an equal opportunities employer.***

    