

GENERAL MANAGER JOB DESCRIPTION

The General Manager reports directly to the Board. Other staff members report directly to the General Manager.

Purpose of role: - To effectively manage the day to day running of a community based training centre. To ensure all resources are fully utilised to achieve the business targets. To create an environment within which learners achieve an agreed level of certification and progression.

Duties

- Management of services to ensure maximum efficiency and value for money.
- To co-ordinate the development, delivery and review of services and activities.
- Ensure that appropriate certification is available for all programmes and programme standards are maintained.
- Assist in developing links with employers and other organisations to promote progression to employment and/or further training and education opportunities.
- Ensure the provision of appropriate trainee recruitment, assessment and monitoring practices including tracking.
- Coordinate the rolling strategic and annual planning and review process and report to the Board on implementation.
- Prepare plans and budgets for Board approval and ensure other reports and returns are submitted to the relevant party on time.
- Liaise with ETB and others to ensure the smooth operation of the centre
- Attend meetings and provide regular written reports to the Board and ETB as appropriate.
- Work with the Board and company secretary to ensure policies, procedures and records are in place and in accordance with legislative and operational requirements.
- Co-ordinate the development and integration of services for new and emerging client groups and responses to new national policy initiatives and services
- Co-ordinate the implementation of a Quality Assurance Framework, and work with the Board, staff and others to identify key performance indicators for service delivery.
- Lead, motivate and develop staff through regular communications, meetings, staff training and development initiatives. Deal with personnel issues.
- Network, liaise and develop working relationships with the funding agency and local groups / schools / employers, and other relevant bodies
- Carry out other duties that may be assigned from time to time