



Daughters of Charity Community Services
9 Henrietta Street, Dublin 1
www.doccs.ie
01-8874100

The Daughters of Charity Community Services (DoCCS), located at 9 Henrietta Street, Dublin 1, is a community-based organisation providing a range of educational, training and social care services for children, young people and adults living in Dublin's North Inner City. Our services are targeted to individuals and families experiencing socio-economic and educational disadvantage.

St. Vincent's Community Training Centre of the Daughters of Charity Community Services provides vocational and life skills training to early school leavers under the CDET B Community Training Programme. The courses are designed to enhance the learner's potential to learn new skills and achieve relevant certification necessary for progression into employment, further training or continued education.

The organisation invites applications from enthusiastic and self-motivated individuals for the position of:

St.Vincents Community Training Centre Manager – Full Time Permanent Contract

This is an ideal opportunity for someone with a passion to lead transformational education, and who wishes to define and deliver an educational provision for 16-21 year olds in Inner City Dublin.

The CTC Manager is responsible for the leadership and co-ordination of St. Vincent's CTC, as set out in the job description.

The person will effectively manage the day to day running of the community based training centre, create an environment within which learners achieve an agreed level of accreditation and progression outcomes and harness all available resources to achieve the organisation's aims and targets.

The CTC Managers role:

Contract: Permanent - Full time (35 hours per week)

Reporting to: Director of Services

Salary Range: €40,273 - €68,033 – inclusive of 2 long service increments. Salary will be set in line with funder requirements.

Annual Leave: The annual leave for the position is 26 days (including some service days set by the organisation)

Hours and location of Work: The working hours are from 8.30am – 4.30pm Monday to Thursday and 8.30am to 1.30pm on Friday. The successful candidate will work from our location at 9 Henrietta Street, Dublin 1.

A job description for the role is attached.

Person Specification:

Essential:

- A relevant 3rd level qualification,
- A minimum of 3 years' experience working within a CTC or Youthreach service,
- Experience of leading and managing teams in a learning environment. Experience of managing in a CTC is a distinct advantage,
- An ability to inspire and motivate young people and a passion for the working in a learning environment,
- Administration experience, including knowledge of IT and managing effective administrative systems,
- Commitment to the vision and mission of DoCCS,
- Ability to manage a workload consisting of competing priorities,
- Experience of and commitment to the values of life long education service provision, a vision and sense of purpose about the education and service requirements of early school leavers,
- Ability to think conceptually, to make connections between ideas and to see possibilities put into practice,
- Solution driven with demonstrated track record of managing change,
- Planning and organising skills.
- A trainee-centred approach to management, with demonstrated experience of this,
- The ability to work effectively with CTC staff, learners, external partners, employers and others as appropriate to support the learner engagement on work experience, personal development and progression,
- Excellent communication and listening skills.
- A working knowledge of the key state agencies who work with early school leavers.

The ideal candidate will be available for immediate start

To Apply:

Please send your CV with a cover letter via email to: recruitment@doccs.ie Contact recruitment@doccs.ie for queries relating to the position.

The role is subject to Garda Vetting and reference checks.

Interviews will take place on receipt of suitable applicants on a rolling basis.

The Daughters of Charity Community Services is an Equal Opportunities Employer and we welcome, and strive to have, a diverse workforce.