



**IACTO are recruiting an  
Executive Director  
With specialisation in HR / IR**

The Irish Association of Community Training Organisations (IACTO) is the national employer representative body for the voluntary boards of 31 independent Community Training Centres (CTCs) who are funded by their local ETBs to provide training and related services to early school leavers under the Youthreach initiative.

IACTO provides Management Support Services and HR/IR advisory and consultancy to 31 independent companies (CTCs) c.460 staff and manages collective employee relations. The board are now recruiting for this challenging and rewarding role.

**Planning:** This is a stand-alone position, reporting directly to the IACTO board. You will manage day-to-day operations, identify organisational and network project opportunities, develop and lead out on delivery of our strategic plan, annual workplan and KPIs as agreed with our funder.

**Capacity Building and HR/IR Support:** Representing the employers (CTCs) you will work with key stakeholders to identify opportunities and change requirements. Provide our CTC members with management coaching supports, access to, and delivery of, continuous professional development programmes, advice and HR/IR policy compliance and supports. Provide management lead for collective employee relations with the state and trade union. The Executive Director will represent CTCs in any WRC or Labour Court hearings.

**Stakeholder Engagement and Relationship Management:** IACTO is a uniquely placed organisation, providing a broad range of supports, therefore building and maintaining relationships across the FET sector is key. The Executive Director is responsible to, with guidance from the Board, identify key stakeholder to establish and nurture relationships with to ensure IACTO is representing the interests of Community Training Centres (CTCs) across Ireland.

**Membership Engagement:** IACTO is a membership organisation. The members of IACTO are the Boards of CTCs. The Executive Director is responsible for increasing and supporting membership engagement through a range of initiatives in line with the strategic plan.

**The successful candidate will have the following:**

**1. Leadership & Management**

- Proven ability to lead and manage a team and organisation independently (stand-alone executive role).
- Experience in developing and implementing strategic and annual work plans.
- Ability to motivate and develop staff, including use of PMDS (Performance Management and Development System).

**2. HR/IR Expertise**

- Deep knowledge of Human Resources and Industrial Relations practices.
- Experience representing employers in WRC (Workplace Relations Commission) or Labour Court.

- Experience providing HR policy advice, coaching, and support to management.
- Capable of designing and leading HR interventions (e.g., dispute resolution, early intervention strategies).

### **3. Stakeholder & Membership Engagement**

- Strong relationship-building skills, particularly across a sector with varied stakeholders.
- Ability to engage and support a diverse membership base (Boards of CTCs).
- Experience representing organisations on external working groups and with key national stakeholders.

### **4. Operational & Financial Management**

- Experience managing budgets, funding applications, and ensuring full and compliant expenditure.
- Knowledge of operational procedures, especially in the nonprofit or education/training sectors.

### **5. Communication & Training Delivery**

- Strong communication and presentation skills, including delivering training to Boards and Managers.
- Ability to create and present webinars and resources for professional development.
- Report writing for Boards and funders.

### **6. Sector Knowledge**

- Familiarity with Community Training Centres (CTCs) and the Further Education and Training (FET) sector in Ireland.
- Awareness of national policy initiatives in education and training and their practical implementation.

### **7. Flexibility & Travel**

- Willingness to travel nationwide for meetings.
- Available to work from the Tallaght office at least two/three days per week.
- Flexible to respond to emerging business needs and changes.

### **Applicants should possess the following:**

- A relevant (to the post) degree level qualification is required (minimum NFQ L8).
- 5 years relevant work experience at a senior level and knowledge of governance and HR/IR in the publicly funded community and voluntary or FET sector is required.
- CIPD membership is a requirement.
- Coaching and Mediation skills are advantageous.

A comprehensive package is available to the successful candidate as detailed below.

**Salary:** The salary scale for the role is based on the ETB Assistant Principal Officer salary scale which ranges from €63,793 to €77,696 including two long service increments. The figures provided are the pro rata figures for 27 hours.

**Working Hours:** The Board are recruiting an Executive Director for 27 hours per week. This is considered a part time position as the full-time hours are 35 hours. The working hours will be agreed in advance with the successful candidate.

**Annual Leave:** The annual leave for the position is 31 days. This will be pro rata for the successful candidate. There are additional company days which may entitle employees additional leave of 2 days at Easter and 1 day at Christmas as per the policy.

**Hybrid Working:** The position is a hybrid role after the probation period of 6 months. After the probation period, with agreement of the Board, the Executive Director will be required to work in the office two/three days per week to be agreed with the Board.

**Pension:** IACTO have a pension scheme in place with a 6.5% contribution from the employer and a 3.5% contribution from the employee after the first year of service.

IACTO also operates a paid maternity scheme, a generous paid sick leave scheme, contributions towards continuous professional development and travel and subsistence scheme.

The post is based in the office in Tallaght, Dublin at least two days per week with regular travel nationally therefore own transport and full clean driving licence is required.

The attached job description and person specification for the position should be used when applying for the position to outline your suitability for the role.

Applicants should complete the attached application form and send it for the attention of the Chairperson IACTO, C/o Siubhan Nash at [iacto@iacto.ie](mailto:iacto@iacto.ie). Applications should be received no later than 5pm on Wednesday 18<sup>th</sup> June 2025.

***Applications should be received by 5pm on Wednesday, 18<sup>th</sup> June 2025. Late applications will not be accepted.***

IACTO is an equal opportunities employer. Canvassing will disqualify. Shortlisting will apply based on the criterion in the advert, job description and person specification.