



Tullamore Community Training Centre

Community Training Centres (CTC) provide training and education for early school leavers aged 16-21 yrs. They offer range of quality services responding to the needs of young people.

The Tullamore CTC Board invites applications from enthusiastic and self-motivated individuals for the position of:

Centre Manager

Maternity Leave Cover from March 2026 (35 Hrs. p/w)

Reporting to the Board of Management, the Centre Manager is responsible for the effective running of the Centre and plays a pivotal role in shaping the delivery of our programmes and services to meet the needs of our young learners and ensuring the continued success of Tullamore CTC, as a provider of quality education, training, and support services to young people in our community.

The successful candidate will have:

- A recognised degree level qualification or equivalent related to the post (e.g., Education, Training / Development, Social Care).
- A proactive approach to engaging with stakeholders to ensure the service is meeting the needs of our learners, including employers, schools/colleges, funders, staff, Boards, parents, learners, community groups etc.
- Excellent communication skills, including IT skills, report writing abilities and planning skills.
- An ability to manage competing deadlines.
- Strategic, business, and financial planning knowledge.
- A willingness to lead change.
- A very good understanding of the challenges faced by early school leavers, the teaching and learning methods relevant to this cohort of learners and the role of agencies who work with early school leavers.
- An understanding of QQI and Quality Assurance accreditation requirements.
- A working knowledge of FET strategies and an understanding of national policies to address educational and social disadvantage.
- An understanding of the Children First Act 2015 and other relevant legislation.
- Experience of recruitment and retention of learners is desirable.

Applications by CV together with a **cover letter** stating suitability for the position, should be submitted to Lynsey McCabe via email to lmccabe@tullamorectc.com

Closing date for receipt of applications is **Tuesday the 6th of January 2026 at 5.00p.m.**

A full job description is available on request from lmccabe@tullamorectc.com

Successful applicants will be subject to Garda Vetting



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Education and Training Board