

KCTC
Kylemore
Community
Training
Centre

**Kylemore Community Training Centre
invites applications for the permanent position of General Manager**

Kylemore Community Training Centre (KCTC) is located in the Ballyfermot Family Resource Centre, Ballyfermot Road, Dublin 10. It 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 develop 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 - 31 across Ireland - are responsive to the role of ETBs in implementing National and Local Policy second chance education and training initiatives.

Reporting to the Board of Directors, the General manager will be responsible for the effective running of the Centre and will play 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 KCTC, as a provider of quality education, training, and support services to young people in our community.

The Board of Directors invites applications from suitably qualified, enthusiastic and self-motivated individuals for the position of: **General Manager (GM)**.

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.

Applicants should possess the following:

- A recognised degree level qualification or equivalent related to the post (e.g., Education, Training / Development, Social Care).
- Significant staff management / supervisory experience and a demonstrated capacity to build positive working relationships, motivate and inspire others to deliver high quality services.
- 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 experience.
- Experience of leading 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 working with and reporting to a Board of Directors.

KCTC offers an excellent package to the successful candidate:

- A salary range of €40,273 to €68,033 which includes two long service increments (a starting entry point is applicable).
- A 35-hour working week.
- 26 days annual leave days plus additional service days.
- A contributory pension scheme & access to Laya Healthcare EAP
- Opportunities for professional training and development.

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

IACTO which is the employer representative body for the network of community training centres is supporting the recruitment process on behalf of the Board of KCTC. Applications must include a cover letter and CV, which outlines your suitability for the role based on the information provided in the advert and job description. Applications should be sent by email to Sandra Mongan iacto@iacto.ie

Please note a shortlisting process will apply. The closing date for receipt of applications is 22nd May by 12.00 noon. Late applications will not be considered.

Canvassing will disqualify.

Kylemore CTC is an equal opportunities employer.

