



LOURDES YOUTH & COMMUNITY SERVICES LTD

Metropolitan House, James Joyce Street, Dublin D01 KOY8

Phone: 01 8363416

www.lycs.ie

Your opportunity to play a major role in changing the lives of early school leavers.

Community Training Centre General Manager (35 hours per week)

Overall Aim: To provide training, educational and employment related services for young people in a friendly and informal manner.

Established in 1984, LYCS is an integrated community-based *education, training and development* project which is concerned with giving participants the opportunity to become involved in their own development and the development of their community. LYCS operates the following programmes: Childcare, Community Training Centre, Youth Programme, Adult Education Programme, Global Citizen Education and a CE Scheme.

LYCS provides vocational and life skills training to early school leavers and others aged 16 – 21 who would otherwise have been excluded from active participation in both the workforce and the local community. Programmes are designed to enhance each learner's opportunities to learn new skills and achieve the certification necessary for progression into employment, further training, or continued education. LYCS CTC offers the following QQI Levels 3 and 4 courses: Employability Skills, Pathways to Employment, Sports & Recreation, Communications, Maths and ICT.

We are committed to supporting our young learners to develop the skills to progress towards their goals, in an environment that is inclusive, supportive, and respectful.

LYCS invites applications from enthusiastic and self-motivated individuals. The General Manager reports directly to the CEO. Other staff members report directly to the General Manager.

Applicants should possess the following:

- Significant staff management/supervisory experience and a demonstrated capacity to build positive working relationships, motivate and inspire others to deliver high quality services.
- A recognised degree level qualification or equivalent related to the post (e.g., Education, Training/Development, Management/HR, Social Care).
- Experience of working proactively with a diverse range of stakeholders (e.g., employers, schools/colleges, funders, staff, Boards, parents, learners, community groups) to ensure services meet targeted needs.
- Excellent communication skills, including IT skills, presentation and report writing abilities and social media skills.
- An ability to manage competing deadlines.

- Strategic, business, and financial planning experience.
- A very good understanding of the challenges faced by early school leavers, the teaching and learning methods relevant to this cohort of learners and national policies to address educational and social disadvantage.
- An understanding of QQI and Quality Assurance accreditation requirements.
- A working knowledge of FET strategies and the role of agencies who work with early school leavers are essential.
- Experience of working with communities and young people who are experiencing disadvantage will be an advantage.
- You will work within a team to help to devise, implement and review priorities guided by LYCS strategy and plans which you will be responsible for producing and achieving. Previous CTC Education experience essential.

LYCS offers an excellent package to the successful candidate:

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

Applications must include a cover letter, which outlines your suitability for the role based on the information provided in the advert and job description, and a curriculum vitae.

Apply by sending CV and covering letter to sarah.kelleher@lycs.ie or by post to Lily Roche, LYCS, Metropolitan House, James Joyce Street, Dublin D01 KOY8

Canvassing will disqualify.

LYCS is an equal opportunities employer.



An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science