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| lyslogoJOB DESCRIPTIONCTC General Manager |
| **Function:** | To effectively manage the day to day running of a community based training centre. To ensure all resources are fully utilised to achieve the business targets. To create an environment within which learners achieve an agreed level of certification and progression.  |
| **Reporting To:** | CEO |
| **Liaising With:** | ETB, Young people, Staff, Board, Parents, Volunteers, Students, Youth Workers and ancillary staff of LYS, community and voluntary groups, schools and other external agencies. |
| **Funding:** | Limerick & Clare Education & Training Board |
| **Primary Duties****& Responsibilities:** | **Management*** Management of services to ensure maximum efficiency and value for money.
* To co-ordinate the development, delivery and review of services and activities.
* Ensure that appropriate certification is available for all programmes and programme standards are maintained.
* Ensure the provision of appropriate trainee recruitment, assessment and monitoring practices including tracking.

**Collaboration & Communication*** Assist in developing links with employers and other organisations to promote progression to employment and/or further training and education opportunities.
* Liaise with ETB and others to ensure the smooth operation of the centre.
* Attend meetings and provide regular written reports to the Board and ETB as appropriate.
* Work with the Board and CEO to ensure policies, procedures and records are in place and in accordance with legislative and operational requirements.
* Network, liaise and develop working relationships with the funding agency and local groups/schools/employers, and other relevant bodies.

**Planning, Coordinating & Strategy*** Coordinate the rolling strategic and annual planning and review process and report to the Board on implementation.
* Prepare plans and budgets for Board approval and ensure other reports and returns are submitted to the relevant party on time.
* Co-ordinate the development and integration of services for new and emerging client groups and responses to new national policy initiatives and services.
* Co-ordinate the implementation of a Quality Assurance Framework, and work with the Board, staff and others to identify key performance indicators for service delivery.

**Leadership*** Lead, motivate and develop staff through regular communications, meetings, staff training and development initiatives. Deal with personnel issues.

**Other** * To participate in organisational structures as required and seek to maximise team effectiveness.
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| **Hours of work:** | The Manager will work a minimum of thirty-five hours per week in a flexible manner that may include evenings and other times, in accordance with the service needs. |
| **Please note:** | The duties as outlined above are indicative of the main activities to be undertaken. They are not intended to be exhaustive.  However, they may be subject to reasonable change in line with the future direction and changing needs of the organisation. None of these duties will be outside the capability of the worker. |
| **Payment:** | The salary range associated with the post is €38,333 to €64,756 which includes two long service increments. Starting salary is dependant on experience, qualifications and length of service. Limerick Youth Service CTC offers an excellent package including contributory pension and opportunities for training and development for the successful candidate.  |