

Clonmel Youth Training Enterprise: General Manager **(<https://www.activelink.ie/node/116292>)**



Re-advertised Role

**Clonmel Youth Training Enterprise
Is currently recruiting for the role of**

General Manager – Permanent Position

Clonmel Youth Training Enterprise (Clonmel CTC) is located in The Wilderness, Fethard Road, Clonmel, Co Tipperary. 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 learn 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 Clonmel Youth Training Enterprises, 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 Directors, 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.

A key aspect of the role of the General Manager is the recruitment and retention of learners. The ideal candidate will have experience in this regard as it is fundamental to the role.

Essential:

- A recognised degree-level qualification or equivalent in Education, Youth Work, Training/Development, Social Care, or a related field.
- Significant management and staff supervisory experience, with proven capacity to build positive working relationships, motivate, and inspire teams to deliver high-quality services.
- A proactive approach to stakeholder engagement, including working effectively with employers, schools/colleges, funders, staff teams, Boards, parents, learners, and community organisations.
- Strong strategic, business, and financial planning skills, including preparing budgets and operational plans, reporting to Boards and external agencies.
- Experience in leading change initiatives and implementing improvements within an organisation.
- A thorough understanding of the challenges faced by early school leavers, including suitable teaching and learning methodologies, and the role of external agencies.
- Demonstrated experience of learner recruitment, assessment, tracking, and retention practices.

- Familiarity with QQI awards systems, Quality Assurance Frameworks, and experience ensuring programme standards are maintained.
- A working knowledge of Further Education and Training (FET) strategies and relevant national policies addressing educational and social disadvantage.
- Strong understanding of child protection and safeguarding legislation, including the Children First Act 2015.
- High proficiency in ICT, including Microsoft Office (Word, Excel, PowerPoint, Access) and Management Information Systems, along with strong report writing and data analysis skills.
- Excellent written and verbal communication skills with the ability to produce clear, logical, and persuasive documentation and reports.
- Proven ability to manage multiple priorities and competing deadlines efficiently while maintaining high standards of output.
- A strong commitment to Health and Safety practices in educational environments.
- Experience working with and reporting to a Board of Directors or Board of Management.

Desirable:

- Experience in budget monitoring, financial forecasting, and cost control in an educational, training, or non-profit setting.
- Marketing and promotional skills, including the use of social media platforms for recruitment and public engagement.
- Evidence of successful network building and relationship management with external stakeholders.
- Track record of introducing and delivering new initiatives and innovations in previous roles.
- Analytical skills with the ability to absorb, organise, and present new information effectively.
- Experience developing and leading Continuous Professional Development (CPD) programmes for staff.
- A clear understanding of the importance of group settings and experiential learning for young people.

Personal Attributes:

- High levels of enthusiasm, resilience, dedication, flexibility, and professionalism.
- Self-motivated, with the ability to work independently and as part of a team.
- Ability to lead by example and foster a strong culture of ethics, integrity, and continuous improvement.
- Strong interpersonal skills, including the ability to motivate young people and establish positive rapport.
- Willingness to work flexible hours, including occasional evenings or weekends, as required by organisational needs.
- Commitment to personal and professional development and to the ongoing development of Clonmel Youth Training Enterprises' services.
- 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
- Opportunities for professional training and development

Clonmel Youth Enterprises offers an excellent package to the successful candidate:

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 Clonmel Youth Enterprises.

To apply, applications must include a cover letter and CV, addressed to Siubhan Rumling and sent by email to iacto@iacto.ie (mailto:iacto@iacto.ie). The cover letter should highlight how your experience, achievements, skills and knowledge render you suitable for the role, having regard to the information provided in the advert and job description.

A job description is available on the IACTO website at www.iacto.ie/about/careers/ (<http://www.iacto.ie/about/careers/>). Please note a shortlisting process will apply.

The closing date for receipt of applications is **3rd July 2025 by 11pm**. Late applications will not be considered.

Canvassing will disqualify.

Clonmel Youth Enterprises is an equal opportunities employer.

Region

Clonmel, Co Tipperary

Date Entered/Updated

18th Jun, 2025

Expiry Date

3rd Jul, 2025

Attachment	Size
<u>Expanded Job description</u>	132.75
<u>GM.pdf</u>	KB

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