

Clonmel Youth Training Enterprises

Job Description

Full Time Manager

Job Title:	Manager.
Employer:	Board of Management of Clonmel Youth Training Enterprises
Responsible to:	The Manager reports directly to the Board of Management Clonmel Youth Training Enterprises.
Base of Work:	Clonmel Youth Training Enterprises, The Wilderness, Fethard Road, Clonmel, Co Tipperary
Hours of Attendance:	The post is a full time 5 days per week. 35 hours per week.
Duration:	Full Time Contract.
Salary:	CTC Manager salary scale will apply, payable monthly.
Job Summary:	The Manager will oversee the day-to-day operation and administration of the Community Training Centre and will lead the staff-team in creating an atmosphere and environment where the young persons can realise their full potential while participating on a Community Training Centre Programme.

General responsibilities of the full-time Manager (As per the agreed National Guidelines)

The General Manager reports directly to the Board. Other staff members report directly to the General Manager.

Duties

- Management of services to ensure maximum efficiency and value for money.
- 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.
- Assist in developing links with employers and other organisations to promote progression to employment and/or further training and education opportunities.
- Ensure the provision of appropriate trainee recruitment, assessment and monitoring practices including tracking.
- 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.
- Liaise with SOLAS and others to ensure the smooth operation of Clonmel Youth Training Enterprises.
- Attend meetings and provide regular written reports to the Board and SOLAS as appropriate.
- Work with the Board and Company Secretary to ensure policies, procedures and records are in place and in accordance with legislative and operational requirements.
- 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.
- Lead, motivate and develop staff through regular communications, meetings, staff training and development initiatives. Deal with personnel issues.
- Network, liaise and develop working relationships with the funding agency and local groups/schools/employers, and other relevant bodies.

Additional Responsibility Information that pertains to Clonmel Youth Training Enterprises

- Management of the day-to-day activities of the Clonmel Youth Training Enterprises to include staff, learners, budget, building and capital.
- Lead, motivate and develop staff through regular communication, meetings both full staff meetings and individual meetings with staff members.
- The management of any personal staff issues that may arise.
- Lead, source, design and arrange staff Continuous Professional Development.
- To oversee the recruitment and retention of learners and ensure the appropriate certification is available for all programmes on offer at the Centre and to make certain that standards are maintained and that progression opportunities are maximised.
- Ensure the provision of appropriate learner recruitment, assessment and monitoring practices and of vital importance - the tracking of participants and the pathways engaged in by the learners when they graduate from the TCT.
- Work in tandem with the Board of Management to ensure policies, procedures and records are in place in accordance with legislative and operation requirements.
- Work In particular to ensure that policies in relation to attendance, the code of behaviour, assessment and learning supports are in place and reviewed on an annual basis.
- Ensure that all policies and procedures pertaining to Child Protection are in place and in line with The Children's First Act (2015) and the DES Child Protection Procedures for Primary and Post Primary Schools (2017).
- Co-ordinate the rolling strategic/annual planning and review process and report to the Board of Management on a regular basis regarding the implementation of the aforementioned.
- Prepare plans and budgets for Board of Management approval and to ensure that all reports and returns are submitted to the relevant party on or before the due date.
- Co-ordinate the implementation of a Quality Assurance Framework working with the Board of Management, staff, Tipperary ETB and other stakeholders and interested parties to identify and agree key performance indicators.

- To promote the work of the Centre and to develop network-based contacts in the best interest of Clonmel Youth Enterprise CTC.
- To liaise and develop working relationships with relevant agencies, schools, Youthreach Centres, employers and other relevant organisations.
- To attend relevant meetings and to provide regular written and oral reports to the Chairperson and the Board of Management, Tipperary ETB and other organisations, as deemed appropriate by the Board of Management.
- To attend approved in-service training and to participate in staff development and team maintenance activities, as required.
- To organise, plan for and actively participate in all Staff Meetings.
- To organise, plan for and actively participate in meetings with parents and guardians on a regular basis.
- To co-ordinate the development and integration of provision for new and emerging client groups and responses to new national policy initiatives and services.
- To carry out other duties that may be assigned by the Board of Management from time to time.

Person Specification

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate must demonstrate for a productive discharge of the responsibilities of this challenging post. Applications will be assessed on the basis of how well candidates satisfy the listed and implied criteria.

Essential Criteria

- Recognised qualification in Education, Youth Work, or a related field.
- Significant Management Experience (3 + years).
- Experience of working in an education/ training/youth work environment.
- Strong people management, leadership and motivation skills.
- Familiar with strategic/annual planning and review processes.
- Excellent ICT skills/experience (including database, data analysis and spreadsheets, other MIS systems) and report writing skills.
- Fluency in English, both written and verbal.

Desirable Criteria

- Experience of QQI assessment protocols and procedures.
- Excellent Financial/Budget Preparation and Management skills.
- A high level of interpersonal and communication skills
- An evident historical demonstration of initiatives introduced in previous employment.
- Experience of utilising Social Media Platforms as Marketing Tools.
- Marketing and promotional experience and skills.
- A strong display of analytical and decision-making capabilities,
- A demonstrative knowledge of the issues affecting disadvantaged communities, with particular reference to early school leavers.
- The ideal candidate should display enthusiasm, dedication, commitment and flexibility.

Specialist Knowledge, Expertise & Self Development

The ideal candidate must evidence: -

- A clear understanding of the challenging role and of the objectives and targets and how they fit into the work of the Centre.
- An evident understanding of the boundaries of professional practice.
- Experience in working with young people in a dynamic/engaging way using a variety of methodologies.
- A development of the expertise necessary to carry out the role to a high standard and the capability to share this with staff and all other parties.
- A clear demonstrative knowledge of child protection and adult safeguarding best practice.
- An evident understanding and clear dedication to the purpose and objectives of Clonmel Youth Training Enterprises and a commitment to work within the values, policies and procedures of the Centre in the context of current legislation and regulations.
- Awareness of current and emergent trends pertaining to young people in society and a full, knowledge of available services of relevance to the young persons who are participants at Clonmel Youth Training Enterprises.

Programme development and delivery

The ideal candidate should have: -

- A track record in designing, delivering and evaluating educational programmes.
- Analytical skills with the capacity to absorb/organise new information with the intention of ensuring that the potential Manager is briefed on new topics, trends, initiatives and developments of relevance to the role.
- The necessary pedagogical skills to apply relevant teaching and learning methods of relevance to young persons.
- An understanding and recognition of the importance of a group setting for young people.
- A clear knowledge of the importance of Health and Safety within the workplace.
- Place a strong emphasis on the safe delivery of programmes and activities being acutely aware of Health and Safety issues, particularly in relation to manual activities on offer at the Centre.

Administrative & Technical Skills

The ideal Candidate should have: -

- Experience in Microsoft Office (Word, Excel, Access & PowerPoint etc.).
- Experience of communication via information technology.
- Experience of maintaining accurate paper and electronic record systems.
- Experience of working to multiple deadlines.

Delivery of Results

The ideal Candidate should: -

- Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of challenging circumstances.
- Assume responsibility for and deliver on agreed objectives / goals.
- Effectively manage multiple projects.
- Ensure that all outputs are delivered to a high standard and in an efficient manner.
- Use resources effectively, challenging processes to improve efficiencies.
- Be self-reliant and should judiciously be prepared to seek guidance from relevant persons or organisations.

Teamwork

The ideal Candidate should: -

- Demonstrate experience of working effectively in a team environment as a team leader and team player.
- Develop and maintain good working relationships with others, sharing information and knowledge, as appropriate.
- Maximise the contribution of the team, encouraging ownership, providing support and working effectively with others.
- Contribute to the development of policies in the Management area and the wider organisation.

Interpersonal & Communication Skills

The ideal candidate should: -

- Communicate, both verbally and in writing, in a fluent, logical, unambiguous, clear and convincing manner.
- Possess the ability to listen effectively and to quickly develop a two-way productive, positive interpersonal dialogue with all parties.
- Have experience in motivating and developing a positive rapport with young people.
- Maintain a strong focus on meeting the needs of service users.
- Effectively influence others to take action.
- Reflects on their own development both personally and professionally.

Drive & Commitment

The ideal candidate: -

- Must be self-motivated and should display and evidence a desire to continuously and consistently perform at a high level.
- Must be flexible and prepared to work outside normal hours - as required.
- Must have the ability to think logically, use initiative and work with minimum supervision.
- Should have a flexible approach to the work in response to organisational change, development and review of best practice.
- Through leading by example, should be a role model for the staff - an exemplar who fosters high standards of ethics and integrity.