**Executive Director**

**Job Description**

**Job Title:** Executive Director

**Employer:** Board of Directors of IACTO

**Reports to:** Board of Directors of IACTO

**Location:** Attendance at the office located in Tallaght, Dublin is required a minimum of two days per week. The role regularly requires the Executive Director to travel nationwide for meetings.

**Salary:** The salary scale for the role is aligned to the APO salary within the ETBs. The pro rata amount for 27 hours is from €63,793 to €77,696.

**Annual Leave:** The annual leave for the position is 31 days. There are a number of company days, two at Easter and one at Christmas, which may be applicable to the role.

The Executive Director reports directly to the Board. All other employees report directly to the Executive Director.

**Duties include**

**Planning:** This is a stand-alone position, reporting directly to the IACTO board. You will manage day-to-day operations, identify organisational and network project opportunities, develop and lead out on delivery of our strategic plan, annual workplan and KPIs as agreed with our funder.

**Capacity Building and HR/IR Support:** Representing the employers (CTCs) you will work with key stakeholders to identify opportunities and change requirements. Provide our CTC members with management coaching supports, access to, and delivery of, continuous professional development programmes, advice and HR/IR policy compliance and supports. Provide management lead for collective employee relations with the state and trade union. The Executive Director will represent CTCs in any WRC or Labour Court hearings.

**Stakeholder Engagement and Relationship Management:** IACTO is a uniquely placed organisation, providing a broad range of supports, therefore building and maintaining relationships across the FET sector is key. The Executive Director is responsible to, with guidance from the Board, identify key stakeholder to establish and nurture relationships with to ensure IACTO is representing the interests of Community Training Centres (CTCs) across Ireland.

**Membership Engagement:** IACTO is a membership organisation. The members of IACTO are the Boards of CTCs. The Executive Director is responsible for increasing and supporting membership engagement through a range of initiatives in line with the strategic plan.

**Further Duties;**

* Planning, management of funding, budgets and other operational management matters to meet Board and Funder requirements of the service including ensuring that the budget is fully expended each year in line with the funding application,
* Lead CTCs and IACTO on the implementation of the FET strategy,
* Lead, motivate and develop staff through regular communication, support and supervision and PMDS,
* Lead, source, design and arrange staff continuous professional development.
* Represent IACTO on external working groups as agreed with the Board,
* Provide training to CTC Boards and Managers on HR and governance topics to support the CTCs in their roles both in person and through the development of a range of webinars for the IACTO website,
* Develop, deliver and support continuous professional development and change management strategies across the CTC network,
* Design HR interventions to support CTC Boards to include alternative dispute resolutions and early intervention processes,
* Work with Board to ensure delivery of annual workplan, review progress at each Board meeting and take corrective action where required,
* Lead project groups to support the work of CTCs including policy development groups, new initiatives and any other groups that are established as a result of consultation with the IACTO Board, NACTM and CTC Boards,
* Organise two conferences per year for CTC Managers to support their roles in consultation with NACTM,
* Provide the flexibility needed to integrate services for new and emerging business needs,
* Work with key stakeholders in FET to respond to new national policy initiatives and services and support delivery of key performance indicators,
* Support the work of CTC boards and management as appropriate within the parameters of the IACTO / CTC SLAs,
* Review IACTO internal policies and procedures and present any potential changes to the Board,
* Minimise IR risk and exposure to CTCs as employers through consultancy, advice and support improved capacity of CTC boards across the network,
* Draft reports for Board and Funder that may be determined from time to time,
* Support the role of the Board of IACTO, in consultation with the Chairperson, by organising and preparing for Board meetings on a regular basis,
* Support and develop IACTO in line with the guidance from the Board and strategic plan,

**This job description may be reviewed and amended in line with business needs. The postholder will be expected to carry out other duties that may be assigned from time to time.**