



JOB TITLE: West Offaly Training Centre Manager.

LOCATION: Crank House, Banagher, Co. Offaly.

JOB TYPE: Full-time (May involve evening and weekend work)

RENUMERATION: €37500p.a

West Offaly Training is a social enterprise, community training not-for-profit project in Co. Offaly, involved in Training and Education of Soft Skills, IT and Health and Safety, Adventure Sports, part funded body by Pobal.

The successful candidate will join a small, dedicated team to work closely with the staff to ensure company goals are achieved.

Essential Requirements:

A Training or management qualification.

A minimum of 2 years managerial experience

Good technical knowledge and application of IT

Full clean driving licence and own transport.

Qualities:

Excellent presentation skills

Strong organisational and time-management skills.

Good communication skills

Ability to work on own initiative

Punctuality & reliability

Job Description for West Offaly Training Centre Manager:

1. PURPOSE

To effectively control, administer and market all areas of the West Offaly Training. In addition, to deliver training and ensure the development of all staff involved in the business.

2. MAIN ACCOUNTABILITIES

- Overall management of day-to-day operations and ensure standards are maintained.
- Recruitment and training of staff.
- Efficient delivery of courses to meet the needs of the learners.
- Marketing the business and delivery on marketing strategies.



- Financial management and reporting as necessary.
- Payroll completion and relevant personnel paperwork.
- Annual charity filing and managing charity forms.
- Development of new programmes & liaison with community groups & educational institutions.
- Applying for relevant grants.
- Attending and participating in board meetings.

3. **DIMENSIONS**

To be responsible for 3 staff and delivery of training modules to approximately 400 people per annum.

4. **SKILLS & KNOWLEDGE, EXPERIENCE**

- Ability to manage business and staff on an ongoing basis.
- Capable of working on one's own initiative.
- Good communication skills.
- Co-ordinate the activities of staff and contracted trainers.
- Excellent IT skills.
- Training/teaching experience, including IT.
- Marketing experience to develop the business and deliver on strategy.
- Financial management and presentation of reports to the Board.

Application by email to include CV to chairperson@westoffalytraining.com before 1 pm on 9th September 2024.