

## **West Offaly Training: Centre Manager** **(<https://www.activelink.ie/node/110601>)**



### **Job Title: West Offaly Training Centre Manager.**

**Location:** Crank House, Banagher, Co. Offaly.

**Job Type:** Full-time (May involve evening and weekend work)

**Remuneration:** €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](mailto:chairperson@westoffalytraining.com) (<mailto:chairperson@westoffalytraining.com>) before 1 pm on 9th September 2024.**

#### **Region**

Banagher, Co Offaly

#### **Date Entered/Updated**

2nd Sep, 2024

#### **Expiry Date**

9th Sep, 2024

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