

The Wheel: Training Manager (Maternity Cover) **(<https://www.activelink.ie/node/114494>)**



Position: Training Manager **Maternity Leave (1 Year Fixed Term)**

Office Base: Dublin & Hybrid

Reports To: Sector Skills Senior Manager

About The Wheel

The Wheel is Ireland's national association of community and voluntary organisations, charities and social enterprises. As a representative voice, we provide leadership to the charity and community sector and we advocate on behalf of our growing community of members. As a supportive resource, we offer advice, training and other opportunities to people working or volunteering in the charity and community sector. Learn more about who we are and what we do <https://www.wheel.ie/about-us> (<https://www.wheel.ie/about-us>)

The Opportunity

A maternity leave cover opportunity has arisen for a skilled and enthusiastic professional to join The Wheel's Sector Skills team. This role will manage the delivery of The Wheel's annual calendar of training and events. The role is also integral to the management of The Wheel's annual conference. The candidate will work closely with colleagues across the Sector Skills team and the wider organisation to ensure the quality and effectiveness of The Wheel's training programme and event management processes.

The Purpose of the Role

This key leadership role within the Sector Skills team supports the implementation of the NTF-funded Sector Skills programme. The post holder is responsible for driving The Wheel's training and other skills-building support services, including the delivery of key outcomes in the areas of reach and quality. The training and events calendar managed by the post holder is one of the most comprehensive and responsive across the Community and Voluntary Sector.

Working Relationships

The Training Manager will be line managed by the Sector Skills Senior Manager.

The post holder will be expected to develop and maintain positive professional relationships with colleagues, board and subgroup members and a range of external stakeholders, commercial and other organisations including community and voluntary organisations in pursuit of the interests of The Wheel.

As The Wheel is a membership organisation, all post-holders are expected to provide leadership and support to members.

Duties and Responsibilities

Main responsibilities and duties:

- Develop, and oversee implementation of, The Wheel's annual training calendar to members and the sector, to meet both our strategic objectives, key metrics and our income targets from training.
- Oversee the delivery of training and events across The Wheel, working closely with the wider Skills team, Finance and Operations team and other teams as required to ensure the effectiveness of event management processes and quality assurance.
- Co-lead on the management of the Summit, working closely with the Senior Operations Manager.
- Building & maintaining partnerships with other training organisations who deliver our training offering to members.
- Liaise regularly with trainers and maintain awareness of emerging training trends and needs amongst members and the wider sector.
- Drive the development of monitoring and evaluation processes for The Wheel's training and capacity building programmes to ensure robust data collection, timely reporting, and quality assurance.
- Provide leadership, management, supervision and support to assigned staff as required, including line management of the Training and Events Officer.
- Consider the costs of planned training programmes and keep within budgets; assess the return on investment of any training programme.
- Undertake any other duties as may reasonably be assigned by the senior management team from time to time.

Person Specification

Desirable Experience & Knowledge

- At least 3 years' experience in a training and development role.
- Strong learner focus.
- Track record of success with complex projects, managing time, quality and budgets.
- Experience of event management and logistics.
- A strong understanding of the importance of The Wheel's role in workforce development in the community and voluntary sector in Ireland.
- High motivation, positive disposition and flexible attitude in response to organisational change and development.
- Excellent ability to use all standard computer software.

Note: This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the goals of the organisation are achieved. It should be noted that it may be necessary to step beyond the areas outlined above to support its development from time to time.

Behavioural Competencies

The Wheel uses a Behavioural Competency Framework as a key cornerstone of its performance management processes. The priority behavioural competences identified for this role are:

- **Leadership:** Seek and find new approaches and options to reach organisational goals and motivate others towards those goals. Communicates 'where to' with clarity and zest. Creates an inspiring vision of the future and stirs others to join in.
- **Collaborative Working:** Leads formal and informal teams in a way which values the diversity of experience and opinions and builds a sense of 'team'. Provides encouragement to colleagues after setbacks. Helps others to work collaboratively. Creates a friendly work environment where any conflicts can be resolved amicably, sets up opportunities to work across teams, and speaks positively about working together.
- **Quality:** Acting as a role model, drives commitment to high quality work and ensures this through quality review processes. Accesses external feedback and disseminates internally. Engages in root cause analysis.

Successfully shortlisted applicants will be provided with the Behavioural Competency Framework prior to interview.

Terms and Conditions

This is a fixed-term, 1-year position covering a maternity leave.

The annual gross salary for this role is between €46,000 - €50,000, depending on the knowledge and experience of the person who occupies it, and will be decided accordingly.

This contract is for a 36-hour week and salary is payable monthly in arrears.

The Wheel has a salary-band framework and a detailed Remuneration Policy and every employee will be provided with a 'Total Rewards Statement' that outlines all of their benefits.

Other benefits include:

- A 6% employers contribution to a company contributory pension scheme (subject to a 4% employee contribution)
- Annual Leave of 25 days on a pro-rata basis
- Closure of the office on Good Friday, Christmas Eve and the Christmas / New Year period which comes additional to annual leave entitlement
- Death in Service benefit of four times salary
- Further Education / Training investment programme
- Travel (bike-to-work schemes/tax saver commuter tickets)

A complete list of all the terms and conditions will be made available to the candidate offered the role through The Wheel's Staff Handbook. The Wheel is an equal opportunities employer.

Application Details

Closing Date for Applications - **5pm Tuesday 1 April**

Interview Date - **Tuesday 8 April**

Applicants should submit a CV, detailing relevant experience, along with a cover letter demonstrating the following:

- Why you have applied for this position,
- The skills you would bring, and
- How you meet the requirements of this post.

Apply here: <https://the-wheel.homerun.co/training-manager-maternity-leave-1-year-fixed-term/en> (<https://the-wheel.homerun.co/training-manager-maternity-leave-1-year-fixed-term/en>)

Applicants will be short-listed on the basis of information supplied.

The interviews will take place, in person, at The Wheel Office on 48 Fleet Street, Temple Bar, Dublin 2.

Points of note

The Wheel is an equal opportunities employer.

The above information serves only as a guide to the advertised position. The Wheel, at its discretion, reserves the right to change this before the appointment.

Please note if you are invited for an interview, we will share your data with 1) Any virtual service provider we use to host the interview; and 2) the interview panel (if applicable). Your information will be stored for this purpose in line with our data retention policy.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, The Wheel may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates must be able to work in Ireland at the time of their application and for the duration of the role.

Region

Dublin & Hybrid

Date Entered/Updated

18th Mar, 2025

Expiry Date

1st Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/education-training/114494-the-wheel-training-manager-maternity-cover>