



Athlone Community Training Centre

Job Description: General Manager

Job Title: General Manager

Employer: Board of Management of Athlone Community Training Centre

Reports to: Board of Management

Location: Athlone Community Training Centre, Lyster Street, Athlone, Co. Westmeath

Hours: Full-time, 35 hours/week (Monday–Friday)

Contract: Full-Time Contract

Salary: CTC Manager salary scale (€40,273 to €68,033, incl. two long service increments); payable monthly, **starting point applicable.**

Job Summary

The General Manager (GM) will oversee the day-to-day operation and administration of Athlone Community Training Centre (ACTC), providing leadership to staff and ensuring the delivery of high-quality education and training services to young people aged 16–21 who have left school early. Reporting to the Board of Management, the GM plays a central role in strategic planning, programme development, compliance, and stakeholder engagement.

About Athlone CTC

Athlone CTC provides vocational education and training programmes (QQI Levels 3 & 4), to early school leavers aged 16-21. One of 31 Community Training Centres in Ireland, ACTC responds to the national and local policies on second-chance education for disadvantaged youth.

Key Responsibilities

Organisational Leadership & Strategy

- Lead the development, implementation, and review of the Centre's strategic and annual plans.
- Report regularly to the Board on progress, challenges, and achievements.
- Coordinate the implementation of a Quality Assurance Framework and key performance indicators in consultation with staff, Board, and stakeholders.

Programme Management

- Oversee the delivery, evaluation, and certification of all educational programmes, ensuring standards are met and progression opportunities are maximised.
- Ensure learner recruitment, assessment, retention, and tracking processes are in place and effectively maintained.
- Promote learner progression into employment, further training, or education.

Staff Leadership

- Provide leadership, motivation, and support to staff through regular communication, performance reviews, and team meetings.
- Manage personnel issues and develop a strong culture of continuous professional development.

Operations & Compliance

- Ensure compliance with all legal, health & safety, and child protection requirements, including Children's First Act (2015) and DES Child Protection Procedures (2017).
- Work with the Board to maintain accurate policies, procedures, and records.
- Manage day-to-day operations including facilities, equipment, and capital needs.

Financial & Administrative Management

- Prepare and manage budgets, ensuring cost-effective operations.
- Submit reports and returns to funding bodies, including LWETB, as required.
- Ensure accurate paper and electronic records and data systems are maintained.

Stakeholder Engagement

- Liaise with LWETB, employers, local schools, Youthreach Centres, and other relevant bodies.
- Promote the Centre's work through networks, events, and social media platforms.
- Engage with parents/guardians and organise regular meetings.

Policy Development

- Develop and review policies on attendance, behaviour, assessment, and learner support.
- Integrate services for new client groups and respond to national policy initiatives.

Additional Duties

- Attend training and professional development as required.
- Perform other duties as assigned by the Board.

Person Specification

Essential Criteria

- Recognised Level 8 Degree qualification in Education, Youth Work, or a related field.
- Minimum 2 years' management experience.
- Experience in education/training/youth work environments.
- Knowledge of QQI assessment procedures.
- Strong leadership and team management skills.
- Strategic planning and review experience.
- Strong ICT and data analysis skills; excellent report writing.
- Fluent English (spoken and written).
- Demonstrated dedication, flexibility, and empathy.

Desirable Criteria

- Financial and budget management experience.
- High-level communication and interpersonal skills.
- Experience initiating improvements in past roles.
- Experience using social media for outreach.
- Understanding of issues facing disadvantaged youth.
- Demonstrated decision-making and problem-solving skills.

Knowledge and Expertise

- Deep understanding of ACTC's mission and the needs of early school leavers.
- Awareness of child protection and adult safeguarding best practice.
- Familiarity with current youth trends and services.

Programme Development

- Experience designing, delivering, and evaluating educational programmes.
- Strong pedagogical skills suited to youth learning environments.
- Understanding of group dynamics in educational settings.

Administration & Results Delivery

- Proficiency in Microsoft Office Suite.
- Strong time management and record-keeping.
- Ability to manage multiple priorities and meet deadlines.
- Focused on high-quality output and continuous improvement.

Teamwork & Communication

- Experience leading and working within teams.
- Ability to share knowledge and build relationships.
- Skilled in motivating and engaging young people.
- Clear, effective communicator both verbally and in writing.

Commitment & Drive

- Self-motivated and committed to excellence.
- Flexible and responsive to organisational needs.
- A role model for ethical and professional standards.

Terms & Conditions

- 35-hour work week.
- 26 days annual leave plus additional service days.
- Contributory pension scheme.
- Professional development opportunities.
- Subject to satisfactory Garda clearance and references.

Application Process

Submit a CV and cover letter addressed to Chairperson Andrew Haran, Board of Management by email to BOM@athlonectc.ie or dated express post to:

Chairperson Andrew Haran,
Board of Management
Athlone Community Training Centre
Lyster Street,
Athlone,
N37 C563

The cover letter should highlight your relevant experience, skills, and suitability for the role.

Closing Date: 18th of July (by 5pm). Late applications will not be considered.

Shortlisting: Only shortlisted candidates will be invited to interview in August.

Note: Canvassing will result in disqualification.

Athlone Community Training Centre is an equal opportunities employer.