**South Dublin County Partnership**

**Employment Training Programme Manager**

**35 hours per week**

**About SDC Partnership**

SDC Partnership promotes social cohesion, active citizenship and labour market participation with a focus on the most disadvantaged neighbourhoods in the South Dublin County area. We offer a range of integrated activities in Community Development, Lifelong Learning, Enterprise and Employment, Family and Early Childhood and Health and Wellbeing.

**Background**

Due to the significant expansion of SDC Partnership’s Enterprise and Employment programme portfolio over the past 12 months, we have an exciting new role in the enterprise and employment team for an Employment Training Programme Manager. The post holder will co-ordinate the employment training activities to support programme participants from across SDC Partnership.

SDC Partnership’s Enterprise and Employment thematic supports the delivery of a number of programmes including Local Area Employment Services (LAES), the Social Inclusion and Community Activation Programme (SICAP), Community Employment, Tús, Individual Placement Support Specialist and a number of new communities supports.

**Job Function**

Oversee the efficient and effective delivery of employment training programmes and pre-employment supports to meet the needs of SDC Partnerships programme participants and deliver against agreed KPIs and programme targets, utilizing a collaborative, team approach.

**Employment Training Planning and Delivery**

* Take a lead on developing an organisational wide employment training strategy to support SDC Partnership’s programme participants
* Develop and oversee the delivery of annual work plans and employment training programme schedules for the Employment Training function
* Design and support with the delivery of employment training programmes that meet the needs of the agreed SDC Partnership target groups
* Develop support materials for programme participants as required
* Develop and implement an annual promotional plan for Employment Training to raise awareness of the programme offer using a mix of online and offline promotional platforms
* Conduct research into local industry needs and employment trends in catchment area and review SDC Partnership’s employment training programme offer on a regular basis in consultation with internal and external stakeholders to ensure it meets local needs
* Ensure annual case load targets and programme specific KPIs are delivered using a team approach
* Maintain all required client data for your programme area in formats required by funders and participate in regular internal audits to ensure accuracy of electronic data and paper based records for your area of responsibility

**Implementation of Agreed Systems and Processes**

* Oversee the roll out of a single internal referral process to support the seamless delivery of wrap round supports to and from employment training from across SDC Partnership’s programme areas
* Ensure adherence to QQI quality assurance requirements and/or industry certification body requirements across employment training programmes as applicable and explore and pilot new training methods and techniques appropriate to engaging the key target groups
* Review and analyse SDC Partnership’s employment training programme outcomes and impact
* Oversee the management of employment training programme records
* Conduct regular training programme evaluations and prepare reports on programme participants progressions and feedback for management

**Leadership and Resource Planning**

* Leadership and line management of a training programme delivery team
* Ensure adequate resources are in place to change or expand SDC Partnership’s employment training programme offer and delivery methodologies to meet participant demands or funder requirements

**Programme Administration and Budgeting**

* Operate within the agreed expenditure budget for your programme area and report on a monthly basis on spend to senior management
* Ensure all agreed SDC Partnership’s internal procedures are adhered to in the procurement of external trainers/training companies and oversee third party contracts for your area of responsibility
* Support with the preparation of funding applications/tender bids as required
* Maintain client confidentiality in area of responsibility at all times as well as adherence to GDPR and specific funder requirements in relation to the management and storage of all client data

**Person Specification**

* 3+ years' experience of working as a Trainer, Facilitator or other relevant role
* Hold a level 7 or above qualification in education, training or a related area
* A good understanding of social inclusion and the barriers facing those who are long term unemployed or facing other challenges that may impede their progression into work
* Significant experience developing programme content and coordinating multiple training programmes/events, experience of direct delivery of training would be advantageous
* Experience working with learning management systems and web delivery tools
* Familiarity with QQI quality assurance requirements/industry certification body standards
* Demonstrable experience of managing a full training cycle: assessing needs٫ programme planning٫ development٫ coordination٫ monitoring and evaluation
* Good familiarity with traditional and modern job training methods and techniques
* Experience of leading and developing a team
* High level of proficiency in MS Office and CRM system such as Sales Force
* Demonstrates strong organizational and administration skills with the ability to work on multiple projects and programmes simultaneously
* Good communication skills – written and oral
* Show evidence of building strong working relationships with both internal and external stakeholders
* Competent report writer, with strong attention to detail, experience working with /contributing to funding applications and tender bids would be advantageous

**Salary and Benefits**

Salary Scale €39,812 to €60,741 - the entry point for the successful applicant will be commensurate with experience and qualifications.

**Other Benefits offered by SDC Partnership include:**

* Option to join company pension scheme with a generous employer contribution
* Access to low-cost medical insurance
* Employee assistance programme (EAP)
* Training and development support applicable to job role
* Hybrid working

**Note** travel across several SDC Partnership office locations in the county will be required for this job role, full clean driving license and access to a motor vehicle is a requirement. Mileage will be paid at public service mileage rates.

**Application Process**

**By Post**

Applicants should pay particular attention to the job role and person specification and outline your suitability and why you are the best candidate for this post.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential form marked: **Employment Training Programme Manager Ref: 100/2023 to:**

Administration & Operations Department,

South Dublin County Partnership,

Unit D1,

Nangor Road Business Park,

Nangor Road, Dublin 12.

**OR** alternatively **email your application** to **jobs@sdcpartnership.ie** – subject box marked: **Employment Training Programme Manager Ref: 100/2023**

Closing date for receipt of applications is **5pm Tuesday, 8th August 2023**

Late applications cannot be considered.

No individual correspondence will be entered into.

**South Dublin County Partnership is an Equal Opportunity Employer.**