

DEVELOPMENT AND TRAINING EXECUTIVE

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CPSMA

CPSMA and its role and structures

The Catholic Primary Schools Management Association (CPSMA) provides advice and support for Chairpersons and Principals of Boards of Management in over 2,800 national schools under Catholic patronage in the Republic of Ireland. The aim of the Catholic Primary Schools Management Association (CPSMA) is the advancement of education in the Catholic Primary Schools in the Republic of Ireland. It facilitates the Boards of Management, Patrons and Trustees of Catholic Primary Schools in the fulfilment of their responsibilities to the pupils, parents, teachers and staff of primary schools under Catholic Patronage as outlined in its constitutional documents and the Education Act 1998. CPSMA is part of the Catholic Education Service.

The work of the Association is overseen by the CPSMA Board of Directors assisted by the CPSMA Secretariat (situated in Maynooth, Co. Kildare). The Secretariat presently has a staff of 11 some of whom are direct employees and some of whom are seconded by the Department of Education and Skills.

CPSMA is a Company limited by guarantee and not having share capital. Although in receipt of some public funding it remains a private employer.

TRAINING EXECUTIVE JOB DESCRIPTION

The Board of Directors of CPSMA seeks to engage an experienced Development and Training Executive (DTE) to assist in the delivery of our organisational training strategy. The DTE will form part of the CPSMA Secretariat based in Maynooth and will be expected to travel around the country.

RESPONSIBILITIES OF THE POST

- Working with the General Secretary, the Assistant General Secretary and the Training Committee of the Board of Directors, promote the development of CPSMA with a primary focus on training;
- Promote a training culture at all levels of the association;
- Assist in the compilation, design and delivery of training modules to CPSMA members nationwide which incorporate best practice in adult learning;
- Deploy a wide variety of training methods;
- Monitor and evaluate the organisation's training program's effectiveness and success and report on them to the Board of Directors;
- Represent the organisation on training related bodies as requested;
- Resolve training issues as they arise and tailor training programs as necessary;
- Roll out and manage training at national, provincial and local levels to CPSMA members;
- Liaise with external bodies and agencies;
- Train CPSMA personnel at national and regional level;

- Identify and assess on-going organizational training needs;
- Ongoing formative appraisal of training programmes in terms of their appropriateness, relevance and effectiveness (in consultation with association members);
- Use the results of appraisal to introduce continuous improvement to training programmes and seminars;
- Build the training resources and materials of the association to include training notes and presentations, training materials and methodologies, e-learning materials, DVDs, videos etc.
- Organising training sessions;
- Identify suitable trainers and speakers for training events and negotiating fees where applicable;
- Provide for 'training of trainers' activities;
- Encourage the sharing of best practice among members by making arrangements or creating an opportunity for members to engage in best practice sharing and collaboration;
- Budget for planned programmes and keep expenditure within budgeted amounts;
- Keep up to date and inform members of developments in training by going to meetings, conducting research, reading journals and attending relevant courses
- The DTE will be a key member of the Executive Team of the CPSMA Secretariat and will be called upon to fulfil other Executive functions, as required by the needs of the organisation.

QUALIFICATIONS: Applicants should be educated to at least honours primary degree level or equivalent.

EXPERIENCE and SKILLS NEEDED:

- Commitment to the Catholic vision of education.
- A demonstrable background that includes designing and delivering training events and courses;
- Excellent administration and management skills as well as ability to design programmes and deliver content;
- Strong oral and written communication skills;
- Ability to deal with a multifaceted role;
- Excellent presentation skills;
- Have the capacity for self- management
- Ability be an active and effective member of a highly professional team;
- High level of proficiency in the use of IT, especially use of MS Office Word, PowerPoint, the internet and email;
- Ability to develop constructive relationships and networks within and outside the organisation;
- Knowledge and experience of the Irish primary education system, with particular reference to the work of Boards of Management of Catholic primary schools and Catholic Patronage;
- An ability to provide/provide for training through the medium of Irish is desirable
- A Full clean driver's licence is required.

CONTRACT:

Three year fixed term full time contract of employment. The first year is probationary.

Salary commensurate with experience.

HOW TO APPLY:

Please send a completed application form together with a covering letter to the designated email address below to be received no later than the time and date specified in the advertisement for the post. Applications received after the closing date will not be accepted. Email applications only will be accepted.

applications@cpsma.ie

Closing date: 5pm, Monday, 8th July 2019