

ADVERT ID 126508

## General

### Irish Primary Principals' Network (IPPN)

Ballinglanna Glounthaune Cork T45P406  
<https://www.ippn.ie>



#### MAIN DETAILS

**Status:** Deactivated - Requested by advertiser  
**Level:** Other Education  
**Date Posted:** Tue Aug 20 2019 15:00:41  
**Application Closing Date:** Fri Sep 13 2019  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** General Manager  
**Description:** Detailed Description: <http://bit.ly/2TSdBej>

For Application details and an Information Pack, please contact [recruitment@ippn.ie](mailto:recruitment@ippn.ie)

The closing date for applications is 12pm (noon) on Friday September 13th 2019 to [recruitment@ippn.ie](mailto:recruitment@ippn.ie)

Please write GENERAL MANAGER in the subject line of the email.

Shortlisted applicants will be invited to interview, which will take place the week beginning September 23rd 2019, at IPPN's Support Office, Glounthaune, Cork

IPPN is the officially-recognised professional body for the leaders of Irish primary schools. It is an independent, not-for-profit association with a local, regional and national presence. Recognised by the Minister for Education as an official Education Partner, IPPN works with the DES, management bodies, unions, education agencies, academic institutions and children's charities towards the advancement of primary education. The Republic of Ireland has approximately 568,000 children attending 3,240 primary schools. IPPN articulates the collective knowledge and professional experience of over 6,300 Principals and Deputy Principals.

#### About the Role

The Irish Primary Principals' Network (IPPN) is the professional body for the leaders of Irish Primary Schools. To reflect the expansion of IPPN's support and services to our members, we are now seeking to recruit a General Manager who will deliver on our strategic educational agenda.

Reporting to the CEO and based in the IPPN headquarters in Cork, this person will lead the Support Office Team with full responsibility for the day-to-day operations across a wide range of business units. This primarily includes People Management and Operations & Commercial Management (i.e. contract negotiation, revenue generating services, marketing and event management).

The General Manager will work in a dynamic organisation leading an experienced and professional team. The successful candidate will develop and support this group with a collaborative and inclusive management style.

The post offers an excellent opportunity for an ambitious candidate to work in a high profile, national organisation supporting school leaders and ultimately the future generation.

This position is a full-time, permanent role offering a competitive salary, excellent benefits, 25 days holidays plus the Christmas break (December 24th to January 1st inclusive), professional development, coaching and wellness programmes.

#### About the Job

The General Manager's core responsibilities include but are not limited to the following:

##### People Management

- Provide leadership to all IPPN staff, model IPPN's values, motivate and support them with delivery of the IPPN vision
- Determine staffing requirements, develop staff to maximise their potential and carry out their performance appraisals

##### Operations & Commercial Management

- Work with the CEO, President and Management Team to deliver IPPN's agreed strategic plans and objectives
- Take responsibility for IPPN's Supports and Services (Commercial) including the development of IPPN's Commercial and Marketing Strategy, Education Posts, Web Services, TextaParent, Sponsorship and Education Expo
- Manage the day-to-day operations in the office including HR, Finance, Event Management, Systems Management, Governance, Health and Safety
- Review and present performance data (financial, sales and activity reports) to monitor and measure productivity, goal progress and productivity up to Board level
- Co-ordinate financial and budget activities for maximum operational efficiency with the Finance Team
- Evaluate current business processes and systems and understand emerging trends and needs to develop new opportunities for IPPN's membership

##### Other

- Identify and manage risk with contingency planning for all of the above
- Responsible for overseeing Facilities and IT Systems
- Ensure the board of directors are adequately briefed in relation to all relevant matters

##### Essential Skills and Experience

The successful candidate will have:

- A third level degree and ideally five years' experience in a similar role with an ambition to improve and develop in this role
- Outstanding leadership and experience of leading high performing teams while maintaining a united and cohesive team spirit
- Strong knowledge of the different business and management functions
  - o strategic commercial planning and delivery
  - o human resource management principles and procedures
  - o economic and accounting principles and practices
- Strong IT skills and familiarity with relevant software packages including the Microsoft Office Suite
- Excellent interpersonal and communication skills with a proactive and positive attitude
- Strong ability to prioritise, delegate and meet deadlines
- Adaptability and flexibility
- Strong membership service ethic
- Strong commercial acumen and vision for enhancing IPPN's offering to its members

##### Desirable Skills and Experience

The successful candidate should also have:

- Knowledge of relevant software packages such as Salesforce (CRM), marketing and sales experience;
- Commitment to ongoing professional development and a team approach;
- Commitment to and understanding of a working environment which promotes trust, respect and professionalism;
- An interest in the Education sector.

#### Part B – Particulars of Office

1. The General Manager is accountable to the CEO on a day-to-day basis and ultimately to the President and the Board
2. All personnel employed in IPPN are required to respect and uphold the principles detailed in their contracts and the Employee Handbook as they carry out their duties and responsibilities. In executing these duties, the General Manager is required to act in accordance with current legislation, DES Regulations and all IPPN policies

3. It is expected that all IPPN employees would maintain an attitude of:
  - o Respect for the values and mission of IPPN;
  - o Commitment to ongoing professional development and a team approach;
  - o Commitment to and promoting of a working culture of Trust, Respect and Professionalism
4. This is a full-time permanent position which is reviewable annually. The successful applicant will be given appropriate mentoring and training
5. The successful candidate will be appointed subject to medical and reference checks. A six-month probationary period will then apply
6. The successful candidate will not have succession rights to any roles that may come up in IPPN but may apply for any vacancy that arises in accordance with IPPN recruitment and selection policies
7. Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997 and in conjunction with IPPN policy. The annual leave entitlement is 25 days per annum with additional leave at Christmas
8. The successful candidate will work 37.5 hours per week (exclusive of breaks). The location of this work will be at the IPPN Support Office, Glounthaune, Cork. Periodically the employee will be required to attend meetings and events outside of the office. Such instances will be infrequent having been adequately notified and in consultation with the employee
9. The office hours are 9am to 5.30pm, Monday to Friday, however, the seniority of this role will require flexibility outside of the normal office hours and occasional weekend commitments
10. In the course of his/her employment, the employee may have access to or hear information concerning the affairs of membership, staff or other related organizations. Such information and/or records are strictly confidential. Unless acting on the instructions of an authorised officer, this information must not be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody at all times. These records must be returned to IPPN upon retirement, resignation or when no longer required
11. The employee is required to give three months' notice in writing prior to resigning the post

#### APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)
- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

<b>Apply To:</b>	IPPN Support Office Glounthaune Cork
<b>County:</b>	Cork
<b>Enquiries To:</b>	<a href="mailto:recruitment@ippn.ie">recruitment@ippn.ie</a>
<b>Website:</b>	<a href="https://www.ippn.ie">https://www.ippn.ie</a>
<b>Further Information:</b>	<a href="http://bit.ly/2TSdBej">http://bit.ly/2TSdBej</a>

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