

Skillnet Network Manager

Hours Full-time, 37.5 hrs/week – initial fixed term contract	
Salary €45,000 – €50,000 (+ bonus scheme)	Annual Leave 21 days p/a
Location Remote, with national travel (own transport a necessity).	Reports Skillnet Administrator

We are delighted to be recruiting for a Network Manager for the newly created IRDG Innovation Skillnet. This Skillnet is an enterprise led training network that actively supports and works with business to address their current and future talent development needs with a particular focus on innovation skills.

Role Purpose

The Training & Network Manager role includes the full operational, administration and financial management of the Skillnet; managing the network with corresponding KPI's and targets, following Skillnet reporting and operational procedures as well as promoting and growing the network.

The Network Manager will work closely with the promoter (IRDG - Industry Research & Development Group), the industry steering group (comprising of leading Irish-based companies active in research & innovation), as well as organisations and key players/stakeholders in the business community, to provide innovation-led training solutions. This role reports directly into the CEO of IRDG.

Background

IRDG has secured funding to deliver innovation focussed learning and development opportunities for industry in Ireland. It has secured initial funding for a 12 month period and so we are looking for a person to fill this role for an initial 12 month contract, but with strong intention to secure further funding into the future.

Person specification

- Qualification to Degree level or equivalent experience in a Business/Innovation/Marketing discipline desirable.
- Background in Learning and Development, with sales & marketing within the learning and development sectors highly desirable.
- Experience of conducting training needs analysis and organising associated training courses/events (online/remote and in-person).
- Confidence to manage tendering competitions, costings, budgets, and financial forecasts.
- Understand the importance of skills development as a driver for innovation across the range of roles in the innovation eco-system.
- A forward thinker, ideas generator and solution driven with ability to switch from operational delivery to strategic thinking when needed.

- Strong project-management skills and the ability to work to KPIs, deadlines and targets whilst operating in a dynamic environment.
- An excellent team worker with a strong sense of autonomy and the ability to work on own initiative.
- The capability to confidently communicate and present at a Senior Management level across diverse industries, as well as managing the relationship with all key stakeholders.
- Excellent verbal and written communication skills, including competent use of MS Office Suite, social media, and willingness to learn new systems.
- A demonstrated commitment to sustainability, equality and diversity issues.

Application Process

Interested applicants are invited to forward a detailed CV that highlights relevant experience and a cover letter in strict confidence to Jacky Walsh jmarywalsh@gmail.com

Please also indicate availability or any potential notice period that may be required if successful.

Shortlisted candidates will be invited to an initial virtual interview for the role in the first instance.