

## Lifelong Learning Team Manager

Donegal Local Development CLG (DLDC) is a community-led local development company covering all of County Donegal except the Inishowen area. We work to improve the opportunities for people and communities in Donegal to bring about positive changes in their own lives and in their community.

We are seeking a Team Manager to lead our well-established Lifelong Learning Team that is central to the delivery of the Social Inclusion & Community Activation Programme (SICAP). The team is committed to supporting individuals who have faced educational disadvantage, helping them access lifelong learning opportunities and make meaningful progress through inclusive, community-driven approaches.

The Team Manager will be responsible for planning, delivering, administering, and managing supports for Lifelong Learning clients. They will lead the team, manage projects to enhance operational efficiency, and achieve successful outcomes under SICAP. The role will focus on fostering teamwork, collaboration, and continuous improvement. Based in the Letterkenny office, this is a fixed-term position until 31 December 2028, aligned with SICAP funding.

To apply for the position, **please submit by email, a cover Letter of Application together with current Curriculum Vitae and clearly outline how you meet the criteria to: HR Department at: [vacancies@dldc.org](mailto:vacancies@dldc.org)**

The closing date for receipt of applications is **Friday 10<sup>th</sup> January 2025** and no applications will be accepted post deadline. The Job Description is available on the DLDC website [www.dldc.org](http://www.dldc.org). Interviews are likely to be held on week of 20<sup>th</sup> January 2025. We reserve the right to enhance the shortlisting criteria.

*Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify.*



Rialtas na hÉireann  
Government of Ireland



Cómhainithe ag an  
Aontas Eorpach

Co-funded by the  
European Union



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development



Comhairle Contae  
Dhún na nGall  
Donegal County Council



“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union”.

DLDC - Job Description

**LIFELONG LEARNING TEAM MANAGER**

<b>Job Title:</b>	<b>Lifelong Learning Team Manager</b>
<b>Reporting To:</b>	Learning & Enterprise Manager
<b>Employer:</b>	Donegal Local Development CLG (DLDC)
<b>Main Purpose of Role:</b>	<p>DLDC is a community led local development company coverall all of County Donegal except the Insihowen area. We work to reduce poverty, promote social inclusion and equality through supporting communities and individuals using community development approaches, engagement and collaboration.</p> <p>We are now seeking a Team Manager to lead an established Lifelong Learning Team, that is central to the delivery of the Social Inclusion &amp; Community Activation Programme (SICAP). This dedicated team focuses on supporting individuals who have experienced educational disadvantage, helping them access lifelong learning opportunities and achieve meaningful progress through inclusive, community-driven approaches.</p> <p>Reporting to the Learning &amp; Enterprise Manager, the Team Manager will oversee the planning, execution, administration, and management of supports for Lifelong Learning clients at DLDC designing and implementing solutions that effectively meet the needs of clients.</p> <p>They will lead people and coordinate projects to ensure operational efficiency and successful outcomes. They will promote teamwork and collaboration within the team to drive positive change and continuous improvement.</p>
<b>Salary</b>	Team Manager salary scale
<b>Conditions of Work:</b>	<ul style="list-style-type: none"> <li>• The Lifelong Learning Team Manager will be required to work 35 hours a week.</li> <li>• A probationary period of 6 months will apply, and performance will be reviewed as part of ongoing quarterly one-on-one meetings.</li> <li>• This is a fixed term contract to 31 December 2028, in line with available SICAP funding.</li> <li>• The position will be primarily located in the Letterkenny office.</li> </ul>
<b>Main Duties</b>	
<b>You will be required to...</b>	
<b>1</b>	<p><i>Programme Delivery</i></p> <ul style="list-style-type: none"> <li>• Lead the delivery and development of the SICAP Goal 2 Lifelong learning programme across the catchment area and document evidence and outcomes.</li> <li>• Deliver an effective programme, meeting all funder goals and DLDC objectives within specified time frames.</li> <li>• Coordinate the delivery of learning &amp; development programmes, workshops, talks and events (online and in-person) and wrap-around services that meet the needs of SICAP and drive client progression.</li> <li>• Manage the day-to-day coordination of team activities and associated projects, ensuring sound management of all operational activities and ensuring that all actions accord with the relevant annual plans.</li> <li>• Assist the Learning &amp; Enterprise Manager in enhancing operational efficiency and fostering a culture of continuous improvement.</li> </ul>

2	<p><i>People Management</i></p> <ul style="list-style-type: none"> <li>• Work together with a great team to make positive changes, keep communication open, and share ideas and insights.</li> <li>• Support the Learning &amp; Enterprise Manager in facilitating cross-team learning. This includes helping to provide clarity on processes and best practices, carrying out research and raising awareness around target groups to better understand their needs.</li> <li>• Actively promote equity, diversity, and inclusion (EDI) within the team.</li> <li>• Take a proactive role in leading team and project meetings, fostering a sense of shared ownership and purpose.</li> <li>• Provide supportive line management and supervision when needed, ensuring team members feel valued, are clear on outcomes and guided in their roles.</li> <li>• Collaborate with the Learning &amp; Enterprise Manager to achieve team Objectives &amp; Key Results, ensuring alignment with DLDC goals.</li> <li>• Support team members and associated project staff by ensuring they have a clear understanding of relevant policies, procedures, and best practices, creating a foundation for confident and effective work.</li> <li>• Support team members in achieving goals and objectives, carry out quarterly one to one's meetings and provide ongoing coaching and feedback.</li> <li>• Manage team work schedules, ensure adequate coverage in the community, and prioritise the safety of team members by staying informed about their locations.</li> </ul>
3	<p><i>Communications, Monitoring and Evaluation</i></p> <ul style="list-style-type: none"> <li>• Create clear and effective communications and materials to promote the programme, specifically reaching individuals who may face barriers or isolation and are unaware of the opportunities available to them.</li> <li>• Work with the staff and the Learning &amp; Enterprise Manager to ensure that appropriate monitoring and evaluation mechanisms are in place in order to gauge the effectiveness of the work of the team and associated programme initiatives.</li> <li>• Provide oral and written reports to the Learning &amp; Enterprise Manager, and relevant Working Groups and the Board on progress and issues of relevance.</li> <li>• Assist with management of the Pobal IRIS monitoring system, Sharepoint and other reporting systems ensuring team are clear on reporting requirements and procedures.</li> </ul>
4	<p><i>Stakeholder Management</i></p> <ul style="list-style-type: none"> <li>• Cultivate and manage relationships with key stakeholders and including educational providers, individuals, community groups and other partners.</li> <li>• Keep up to date with national policies and their potential impact on the SICAP and associated projects.</li> <li>• Liaise with key agencies within the County and other networks.</li> <li>• Support team in ensuring that documentation and files are maintained for the use of the Finance and Administration and for inspection by the Company Auditors, LCDC, Pobal and other relevant monitoring bodies.</li> <li>• To participate in both internal and external working groups, management groups, committees, teams, networks etc. as are relevant to the Community Development Department/DLDC.</li> </ul>
5	<p><i>Miscellaneous</i></p> <ul style="list-style-type: none"> <li>• Carry out administrative duties as required</li> <li>• Be willing to work evenings and/or weekends as required</li> <li>• Demonstrate a willingness to take on additional duties as and when required</li> <li>• This list of job duties is not exhaustive and may be amended in order that all role duties are fulfilled.</li> </ul>

Core Competencies		Essential
1	People Management	You will have previous experience in a similar working environment where you have led a team or responsible for overseeing the work of others. Previous experience in managing people or projects must be demonstrated on application.
2	Influencing/Self-Motivation	You will be required to demonstrate developed, effective and efficient liaison skills across multiple stakeholders. You will be a strong influencer, motivator and inspire trust with all involved.
3	Project Management Skills	You will have experience in managing/delivering multiple projects to successful outcomes including stakeholder reporting covering, activity and financial evaluation, providing project plans, using advanced MS Office/IT skills.
4	Leadership	You will be able to own and lead work projects and lead others to successfully complete work outcomes. Ability to guide and empowers other, aligns team inputs, drive accountability and resolve conflict.
5	Interpersonal & Communication	You will demonstrate an ability to connect, collaborate, and communicates adeptly. Ability to build relationships, & fosters inclusivity, enabling teamwork and idea exchange. You will have experience of forming good working relationships with organisations and communities, combined with excellent written and verbal communication and listening skills.
6	Analysis & Decision Making	Ability to analyse, to solve problems, to contribute to strategic planning, to recognise potential problems for the Learning & Enterprise department and to develop strategies to address these problems.
7	Skills/Experience	<ul style="list-style-type: none"> <li>• A recognized and relevant Third Level qualification and / OR a minimum of three years' experience of Community Development.</li> <li>• A minimum of 2 years' experience in managing people in a working environment.</li> <li>• A proven track record of managing and deliver programmes and projects.</li> <li>• Demonstrate experience and commitment to integrating equality, social inclusion and anti-poverty principles into Community Development practice.</li> <li>• Strong group facilitation skills.</li> <li>• You will be required to be a self-starter with good financial, and administration skills.</li> <li>• Proficient knowledge of Microsoft Office suite of programs particularly Word, Excel and PowerPoint and Department Reporting System IRIS.</li> </ul>
8	'Other'	You must hold a clean, current driving license. Permission to work in Ireland.
Core Competencies		Desirable
		<ul style="list-style-type: none"> <li>• Management level experience in a similar/same organisation.</li> <li>• External experience on community based committees/boards et al.</li> </ul>

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### **Application Process**

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- The closing date for receipt of applications is **Friday 10<sup>th</sup> January 2025** and no applications will be accepted post deadline
- Interviews are likely to take place on the week of **20<sup>th</sup> January 2025**.

We reserve the right to enhance the shortlisting criteria. A panel may be formed from which suitable positions will be filled.

*DLDC is an equal opportunities employer and welcomes applications from all suitably qualified applicants. We have measures in place to ensure that no job applicant receives less favourable treatment on the grounds of race, gender, civil status, family status, age, disability, religion, sexual orientation or membership of the Traveller Community. If you require any accommodations during the recruitment process, please let us know, and we will work with you to meet your needs.*