



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 6,400 Principals and Deputy Principals.

## VACANCY DESCRIPTION

### Manager

### Supports & Services (Members)

Applications are now invited for any School Leader or recently retired School Leader to apply to IPPN for the position of Manager for Supports & Services (Members).

The closing date to apply for this position is  
**12pm (noon) on Tuesday 10<sup>th</sup> March 2020**  
to

**Ms Nora Peters at [nora.peters@ippn.ie](mailto:nora.peters@ippn.ie)**

Please enclose your Curriculum Vitae and write MANAGER in the subject line of the email

Successful applicants will be invited to interview, which will take place during the week of March 30<sup>th</sup> 2020, in The Vienna Woods Hotel, Glanmire, Cork

Please contact **Ms Angela Lynch at [angela.lynch@ippn.ie](mailto:angela.lynch@ippn.ie)** in confidence for further details on the role or if you have any queries regarding this vacancy.

## Duties and Responsibilities

### Manager: Supports & Services (Members)

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 Manager who will deliver on our strategic educational agenda to members.

Reporting to the CEO and the General Manager and based in the IPPN headquarters in Cork, this person will have responsibility for the day-to-day operations across the core business unit of Supports & Services (Members). The General Manager is fully responsible for the running of the Operations and Support and Services (Commercial) business units, as shown in green in the Company Structure diagram below. The CEO is fully responsible for the running of the Supports & Services (Members) and Advocacy and Communication business units, as shown in orange below. The General Manager and the CEO will coordinate the allocation of resources between the various business units.

### Company Structure - 4 Business Units (Detailed Work Breakdown)

Operations	Supports and Services (Commercial)	Supports and Services (Members)	Advocacy and Communication
Finance Event Management Systems Management Health & Safety Governance	IPPN Commercial Strategy Education Posts Web Services TextaParent Sponsorship Education Expo Marketing (Social Media)	Leadership Support CPD Development Networking/Mailing Lists Escéals Resource Bundles Mentoring Membership Engagement	Research Position Papers Submissions Advocacy Publications Conference Content External Links Communications Public Relations

## Job Description

The Supports & Services (Members) Business Unit has the support of members at its heart. This requires a deep understanding of members and the educational environments in which they work. It also requires a strong and positive commitment to serving the members of IPPN.

The Manager's core responsibilities are threefold and will be in the areas of:

- People Management
- Project Management
- Content Management

The people management responsibility will require the facilitation and training of the Leadership Support Team and also any Support Office staff that work in this business unit. This will require an aptitude in management engagement. The Manager will actively promote Continuous Professional Development (CPD) for IPPN members.

The project management responsibility will require upholding and developing the original ethos of IPPN as a professional network. The manager will implement Member engagement projects including work with to one-teacher schools, the development of deputy-principals, Gaeilscoileanna, newly appointed principals etc. He or she will build ongoing capacity using the skills of school leaders and retired school leaders and initiate new projects as education developments emerge.

The content management responsibility will require management of the day-to-day operations. This includes membership call support, advice on current legislation, advice on HR and legal practices relating to DES employment. A professional guidance panel is in place to ensure that all matters arising from members are dealt with promptly and efficiently. The manager is responsible for monitoring the quality, consistency and timeliness of these responses to the membership.

The Manager of Supports & Services (Members) is a full-time, permanent role upon successful completion of a 6-month probationary period

## Person Specification

### Essential Skills and Experience

The successful candidate will ideally have the following competencies:

- Be a School Leader or recently retired School Leader with significant years' experience, with a broad understanding of the complexities of school leadership and the difficulties facing school leaders
- Have excellent interpersonal and communication skills and a balanced approach to problem solving
- Display outstanding leadership and experience of leading high performing teams

- Strong knowledge of the different Support and Services (Members) functions
  - Strategic planning
  - Human resource management principles and procedures
  - Excellent working knowledge of the current Education legislation and regulations
- IT skills and familiarity with relevant software packages including the Microsoft Office Suite
- A proactive and positive attitude
- Strong ability to prioritise, delegate and meet deadlines
- Adaptability and flexibility
- Strong membership service ethic

### **Desirable Skills and Experience**

The successful candidate should also have:

- Commitment to ongoing professional development and a team approach
- Show accuracy and attention to detail in their work
- Show proven judgement and decision-making skills
- Competence and interest in cross functional collaboration

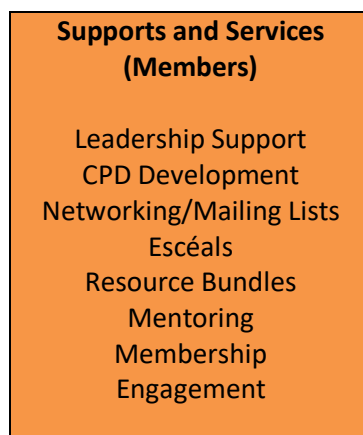
### **Part B – Particulars of Office**

1. The Manager of the Supports & Services (Members) business unit 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 Manager, Supports & Services (Members), 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:
  - Respect for the values and mission of IPPN;
  - Commitment to ongoing professional development and a team approach;
  - Commitment to and promotion of a working culture of Trust, Respect and Professionalism
  - Commitment to and understanding of a working environment which promotes 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 two months notice in writing prior to resigning the post

## Interview Process

As the role of Manager will be of the **Supports & Services (Members)** Business Unit, the interview panel would like you to focus on your vision for this role and prepare a 10-minute presentation on how you would manage and develop this business unit.



Focus on your **management strategy** for the 1<sup>st</sup> year with particular regard to how you would

- support and lead a team and
- develop the business unit while building in capacity

This will be followed by a question and answer session on your presentation and then a formal interview on your suitability for the role of Supports & Services (Members) Manager.

## Appendix A

Further details of the Manager role for the Supports and Services (Members) Business Unit.

### **Supports & Services (Members) Management**

- Take sectional responsibility for IPPN's Supports & Services (Members) Business unit as agreed with the CEO and/or the General Manager as required
- Work with the CEO & President to deliver IPPN's agreed strategic plans and objectives
- Review and present performance data (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 CEO and General Manager
- Work with the CEO to understand the emerging trends and needs for IPPN's membership
- Identify and manage risk with contingency planning for all of the above

### **Technical Skill**

- Work with professional peers outside IPPN to the highest level
- Provide clear and structured coaching to other staff to develop their technical skill level
- Continuously strive to improve the use of technology for the greater good of the organisation, staff and members

### **Knowledge**

- Offer knowledgeable ideas, insights and perspectives with particular regard to the support of school leaders
- Up-to-date on all the relevant legislation changes and the changes facing education
- Review projects and activities to ensure they meet the organisational requirements
- Manage and source content for IPPN resources (Leadership+, Resource Bundles etc)

### **Productivity**

- Use resources effectively, constantly looking to improve efficiencies
- Value and support the development of others to maximise their potential

### **Flexibility**

- Balance strategic and operational details to meet IPPN's needs
- Respond and advocate for the changing needs of members
- Lead on preparing for and implementing significant change and reform
- Ensure contingency plans are in place across the business unit

### **Attitude**

- Act with ethics and integrity and encourage this in others
- Take responsibility and be accountable for delivering agreed objectives
- Provide leadership to all IPPN staff, model IPPN's values, motivate and support staff with delivery of the IPPN vision

### **Communication and Interpersonal**

- Influence others to take action
- Be assertive and professional when dealing with challenging issues
- Deal with conflict in a detached and dignified manner

### **Decision Making and Judgement**

- Be skilled in analysis, challenging the established wisdom and adopting an open-minded approach
- Work effectively within the political process, building strong professional networks
- Member of the Management Team and directly accountable to the Board
- Strategic planning and implementation responsibilities

### **Support**

- Take responsibility and be willing to assist others across all of the IPPN business units should the need arise