

## Skillnet Network Manager

<b>Hours</b> Full time, 37.5/week	
<b>Annual Leave</b> 24 days pa	<b>Salary</b> negotiable
<b>Location</b> Hybrid: 3 days per week at Limerick Chamber offices, 2 days remote subject to agreement and review.	<b>Direct Reports</b> Skillnet Administrator

### Role Purpose

The Network Manager reports to the Chief Executive of Limerick Chamber and the Chair of the Skillnet Steering Group and is responsible for the management and development of the Limerick Chamber Skillnet.

This dedicated training initiative is an integral part of Limerick Chambers vision to be a pro-active driver for the Mid West regional economy, and supports Limerick Chamber members and other regional organisations by providing relevant, current and enterprise-led training and learning and development solutions.

The Network Manager role includes the full operational, administration and financial management of the Limerick Chamber Skillnet; managing the TNP (match-funded programme) and Skills Connect (fully funded employment activation programme) with corresponding KPI's and targets.

The Network Manager works closely with the promoter, the Steering Group, Chamber member organisations and key players/stakeholders in the Mid West business community, to provide enterprise-led training solutions.

### Key Duties and Responsibilities

Creating a vibrant and sustainable training community within Limerick Chamber and the wider Mid West business community, the Network Manager must:

- Ensure robust financial management of the network, including activities associated with budgeting, forecasting, collecting match funds, cash flow, procurement and authorisation of expenditure.
- Lead sales and marketing of training programmes and related promotional activities for the network.
- Increase network output through the focus on lead generation and sales.
- Deliver and exceed contracted targets while adhering to the overall aims and objectives of Skillnet Ireland.

- Conduct all network duties in accordance with Skillnet Ireland Funding Agreement and Operating Guidelines and engage with the network's Development Adviser.
- Preparation & submission of annual Funding Application to Skillnet Ireland.
- Preparation & submission of additional Funding Applications as they are announced by Skillnet Ireland, to support employment activation regionally and support member organisations workforce requirements.
- Conduct quarterly strategy reviews with CEO including projected sales and lead generation to achieve targets.
- Co-ordination of annual and ongoing procurement processes of training providers and suppliers in line with best practice.
- Ongoing scheduling of training portfolio based on training needs analysis and member company engagement in the region.
- Promote the network and its offering to attract new Skillnet clients.
- Plan, procure, co-ordinate, quality assure and evaluate training delivered by the network.
- Co-ordinate and/or engage in training programme development, design and customisation.
- Arrange networking events and other informal learning activities that strengthen member company relationships.
- Focus on strategic development, network effectiveness, network efficiency, communications, marketing and stakeholder engagement.
- Manage relationships with stakeholders including member companies, Steering Group members, providers, awarding bodies and Skillnet Ireland, as well as external sectoral or regional stakeholders.
- Directing and supervising the work of the Network team and other support staff as identified.
- Ability to switch from operational delivery to strategic thinking when needed.
- Any additional activities deemed necessary by the Limerick Chamber Board and Limerick Chamber Skillnet Steering Group to support the member's learning and development needs.

Applications to Siobhan Ryan CPL: [Siobhan.Ryan@cpl.ie](mailto:Siobhan.Ryan@cpl.ie)