

Role Specification

Title:	Manager
Grade:	6
Unit:	Adult Literacy for Life (ALL)
Reporting to:	Director of Adult Literacy for Life
Term:	(ALL) 3 years Fixed Term Contract
Ref:	545

Adult Literacy for Life National Programme Office, Manager

Literacy touches every aspect of our lives and has a great influence on our well-being. It is more than reading and writing. It's being able to understand, use and act on information. It involves listening, speaking and using everyday technology to communicate and handle information. Literacy allows us to fully engage in society and be active citizens. It provides us with opportunities and is essential to developing an equal society. Literacy is a human right. In Ireland, more than 500,000 people have unmet literacy needs. Even more have unmet numeracy and digital literacy needs. This means they may be unable to fill in a form, vote, read instructions on medicines, add up a bill, help kids with homework or search the web for information.

Adult Literacy for Life (ALL) is Ireland's 10-year literacy, numeracy and digital literacy Strategy that aims to:

- ensure that every adult has the necessary literacy, numeracy and digital literacy to fully engage in society and realise their potential; and
- support organisations and services to be literacy friendly and fully accessible to adults with unmet needs.

SOLAS, the Further Education and Training Authority of Ireland, was tasked with developing the ALL Strategy and houses the ALL Strategy National Programme Office. The ALL Strategy National Programme Office is one of the key governance and implementation structures established to deliver ALL. The other elements are:

- A Cross-Government Oversight Group
- A National Literacy Coalition
- 16 Regional Literacy Coordinators
- 16 Regional Literacy Coalitions

The Strategy is using a cross-Government, cross-economy and cross-society approach. The ALL Strategy is important because it will help people gain the necessary skills to take part fully in society, and achieve their personal, social and employment goals. The Strategy will also help organisations and services to be literacy friendly and fully accessible to adults with unmet needs. This will support a more inclusive, equal society.

The role of the ALL Strategy National Programme Office is to coordinate delivery of the ALL Strategy, operating as a central coordinating body across Government departments and other relevant stakeholders. The Office serves as a driver of collaboration and overall strategy implementation through the national network of Regional Literacy Coordinators, aligning national and regional

literacy plans and centrally administering an ALL Collaboration and Innovation Fund. Ensuring a cross-Government and whole-of-society approach, the National Programme Office comprises a number of sectoral lead roles: Community, Education, Health, Numeracy and the Workplace.

Role Summary

Reporting to the Director, the Manager will play a major role in the delivery of the ALL Strategy. A key leadership role within the National Programme Office, the successful candidate will be expected to operate and communicate at a strategic level, bringing insights and considered actions that will inspire, support and motivate colleagues. The Manager will lead the full range of National Programme Office activity and oversee implementation, impact measurement and reporting.

Key Task/Responsibilities

The ALL Strategy National Programme Office Manager will have leadership accountability and management responsibilities for the following:

- Support the Director in engaging with key stakeholders, building and maintaining effective strategic partnerships to deliver the ALL Strategy.
- Work closely with the Director and National Programme Office colleagues to devise and implement annual workplans, monitor delivery, producing quarterly progress reports for SOLAS, the Department of Further and Higher Education, Research, Innovation and Skills and the ALL Strategy Cross Government Oversight Group.
- Oversee and coordinate National Programme Office activities, including annual workplans, Regional Literacy Coordinator activity and action plans.
- Lead, inspire and manage a high-performing team via direct line and dotted line management, motivating and empowering colleagues to lead and perform to the best of their ability, whilst being responsible for the performance management process for the team.
- Lead the National Literacy Coalition, supporting members and thematic networks and working groups in implementing the ALL Strategy.
- Support the network of 16 Regional Literacy Coordinators by ensuring collaborative peer working and professional development opportunities are available, and that regular information and guidance is issued to support their work.
- Make efficient and effective use of all resources in planning, organising, executing, and monitoring the Office's activities.
- Establish and maintain positive and proactive communication and liaison structures within SOLAS.
- Deputise for the Director as required from time to time.
- Any other duties which may be specified from time to time.

Requirements

Essential

- At least 5 years of experience and accomplishment managing key aspects of an organisation's programme and strategic activities at a senior manager level.
- A third-level degree (NFQ Level 8) or post-graduate qualification in a relevant discipline for the role, or exceptional relevant leadership and/or management work experience.
- Experience of leading and managing a team and working collaboratively across an organisation.

- Experience of advising and working closely with people in the senior leadership of an organisation.
- Experience of contributing to and implementing strategic initiatives or developments.
- A track record of managing, developing, or enhancing processes and systems to support success and efficiencies.
- Experience of creating, developing, and managing key external strategic relationships and/or partnerships.
- Demonstrable experience of effectively managing several works streams and a range of projects in tandem.
- Strong working knowledge of key sectoral policies, best practice, and strategies.
- Highly IT literate (including MS Office) with strong grasp of CRM systems.
- Excellent interpersonal, networking and influencing skills with the ability to effectively connect with a diverse range of people and organisations.
- A natural capacity to manage a busy and varied role, combined with a high level of proficiency in planning and organisational skills.
- Positive, thorough and a practical, solution-focused approach to problems and challenges seeking to add value across the organisation.
- Ambitious with a desire to work to a high standard and a clear appetite to stay up to date with relevant best practice guidelines and latest regulations.
- Self-starter attributes possessing the necessary drive and resilience.
- Exemplary public service values including the highest standard of professional integrity and operating with probity.