

Second-level Programme Manager

Job Description

The Second-level Programme Manager will be responsible for managing the Programme to establish the first Educate Together Second-level schools, which are sanctioned to open in 2014. The role offers a unique opportunity for the right person to make a significant and lasting contribution to the development of second-level education in Ireland, and to the development of Educate Together and its aims.

This work will include: -

- Coordinating all projects relating to the opening of the three second-level schools in Lucan, Drogheda and Dublin 15 sanctioned to open in 2014.

- Supporting and coordinating local projects to establish the three schools.

- Working with the Education, Network Development and Leadership and Governance teams to drive curriculum, management, ICT, research and other projects and policies aimed at ensuring that Educate Together's learner-centred ethos is fully implemented in the schools.

- Working with the Fundraising and Development team to secure the funding necessary for the success of this project and to report to donors.

- Along with other national office staff, working with local and central government, teacher unions, media and other bodies to support and promote this Programme as required.

- Drawing up plans and reports for the Head of Education and Network Development, funders and others as appropriate.

- Managing budgets and plans in relation to this Programme.

- and other related duties that may be assigned from time to time.

The Second-level Programme Manager will report to the Head of Education and Network Development.

While the position is based at Educate Together's National Office, an amount of home-working will be considered for suitable candidates. Hours are based on a 35 hour week, with time off in lieu of working at evenings or weekends. This is a fixed-term Programme that will culminate in the establishment of the three schools. A two-year contract is envisaged.

Person Description

The Second-level Programme Manager will be a person with exceptional commitment, initiative and drive. They will be familiar with Educate Together's ethos and committed to learner-centred, equality-based education and the reform of second-level education in Ireland.

Essential:

- Understanding of the vision for second-level education as outlined in Taking the Next Step, a Blueprint for Educate Together Second-level Schools.
- Ability to identify and prioritise key supports necessary to the successful implementation of the Educate Together ethos at second-level.
- Capacity to plan and implement projects to completion to ensure the best possible supports are in place within the necessary timescale.
- Proven track record in managing complex projects successfully and efficiently.
- Knowledge / experience of school management.
- Knowledge / experience of the second-level education system in Ireland.
- High level verbal and written communication skills (English language).
- Creative approach to problem-solving.
- Proven ability to work on their own initiative and in multiple teams.
- Time management and prioritisation skills.
- Capacity to engage with funders and others to gain support for the Programme.

Desirable:

- Experience of school management in an Educate Together school.
- Some knowledge of second-level education systems in other countries.
- Second-level teaching or other relevant educational qualifications.
- Experience of cross-curricular and learner-centred approaches to curriculum and assessment.
- Experience of starting-up and developing schools.
- Knowledge of current developments in technology in education.
- Proven ability in fundraising.

The starting salary for this position is €45,000-€48,000, depending on qualifications and experience.

To apply for this position please send a covering letter (max 1 page) and CV (max 3 pages) to recruitment_2012@educatetogether.ie by 12:00 on Monday 3rd November.

Educate Together

H8a Centrepont Business Park,
Oak Drive, Dublin 12, Ireland

T +353 1 4292500

F +353 1 4292502

E info@educatetogether.ie

www.educatetogether.ie

Directors 2012 - 2013

R. Bourke, S. Bradshaw, A. Burke-Khan,

J. Galvin, D. Mac Aonghusa (Chair), P. Murphy,

M. O'Rourke, J. Roberts, D. Ryan, F. von Prondzynski

Charity No. CHY 11816

Company No. 286202