



Schools Development Officer

Role Description

February 2024

Educate Together: Context

Educate Together is the representative body for Ireland's equality-based school network of 96 primary and 21 post-primary schools. As a registered charity, Educate Together has a proud reputation as an inclusive educational organisation with the principles of equality, democracy and child-centeredness at its core. We recognise the benefits of diversity and welcome applications from people with minority identities and/or backgrounds.

Schools Development Officer

The Schools Development Officer is a new and exciting role. The successful applicant will work with colleagues (including national office staff and volunteers) to develop and implement strategies to increase access to equality-based school places nationally, in line with Educate Together's [Strategic Goals](#) and the [Government's reconfiguration plan](#) to transfer schools from religious to multi-denominational patronage. The Schools Development Officer will work with communities to establish new Educate Together schools where possible, as well as supporting the transfer of existing schools to Educate Together patronage.

This **full-time position** requires an enthusiastic self-starter, with good insight and experience of the education sector. The role may evolve in time in line with changing needs in the network and the national office.

Benefits of Working for Educate Together

The vacancy presents an exciting opportunity for the right person to contribute towards the mission of one of Ireland's most dynamic charities and to make a difference in education and equality in Ireland. Working with Educate Together offers:

- Flexible working, with structured opportunities for hybrid working and a time off in lieu (TOIL) system.
- Salary scales include an annual increment (subject to satisfactory performance).
- A matched company contribution of up to 5% of annual salary is available (after probation), where employees choose to join a PRSA pension plan.
- An Employee Assistance Programme to support staff members' wellbeing.
- Generous leave entitlements, including 3 additional concessionary days in December.

Key Responsibilities of the Schools Development Officer

- Managing projects to establish new schools or transfer existing schools to Educate Together patronage.
- Acting as School Manager or patron nominee to school board of management where required.
- Developing multimedia format information, guidelines and support to parents and volunteers seeking to establish equality-based schools in their communities.
- Disseminating information and publicity materials through social media and other channels and organising information meetings.
- Advocating on behalf of parents and communities seeking Educate Together schools with relevant stakeholders (Department of Education, public representatives, etc) and through appropriate media.
- Developing and maintaining strong relationships with colleagues, schools, partners and stakeholders.
- Working with colleagues in relation to selection processes for school principals and deputy principals, and to develop and improve policy and practice in this area.
- Writing applications for patronage and other relevant submissions to the Department of Education and related bodies.
- Working with the Department of Education, school communities, and religious patrons and trustees to transition schools to Educate Together's patronage under the Government's reconfiguration plan.
- Working with Education and Training Boards (ETBs) and school communities to develop and manage projects to transition schools as Educate Together partnership schools in line with parental demand.
- Other duties and responsibilities as required from time to time.

Person Specification

The Schools Development Officer will be an enthusiastic and disciplined self-starter, a team player with a target driven approach.

Essential Competencies

- Excellent interpersonal and communication skills.
- Skilled relationship and network builder.
- Experience in advocating or campaigning for change.
- Experience in developing / designing campaign materials.
- Knowledge and experience of the Irish education system.
- Capacity to support and develop community groups and volunteers.
- Strong capacity to use ICT for communication and information-sharing.
- Flexibility, and the capacity to work autonomously and as part of a team.
- Flexibility regarding working evenings and weekends.
- Capacity to work under pressure to tight deadlines.
- Proven organisational and administrative skills, including the ability to prioritise effectively and manage time well.
- Understanding of and a commitment to the values espoused in [Educate Together's Charter](#).
- A full valid driving licence and access to a car when needed.

Educate Together

Equity House,

16/17 Upper Ormond Quay, Dublin 7

D07 H7DE

T +353 1 4292500

E info@educatetogether.ie

www.educatetogether.ie

Directors 2023 – 2024

D. Abuchi-Ogbonda, T. Burke,

L. Byrne, J. Collier, N. Cullen, D. Duffy,

C. Harrison, M. Hurley, E. Lane-Spollen (Chair),

M. Wallen, R. Woulfe,

Company No. 286202

Registered Charity No. 20033309

Desirable Competencies

- Experience of school boards of management.
- Understanding of patronage of schools at primary and second-level.
- Demonstrated commitment to equality-based education.
- Experience of working with a CRM database (e.g., Salesforce).
- Understanding of organisational change.
- Third level education or equivalent.

Terms

- This is a full-time post with a 24-month contract initially offered. There is the potential for the right person to become permanent in the organisation, subject to funding, performance and organisational fit.
- The salary for this position is placed on Educate Together's Officer Scale with a starting salary of €43,182 - €45,909 – dependant on qualifications and experience.
- 26 annual leave days, plus 3 concessionary days in December.
- The role will involve some travel within Ireland.
- Flexibility to work evenings and weekends is expected with time off in lieu provided.

Location

Educate Together's national office is based in Dublin city centre. This role is open to an agreed level of hybrid working in line with the company's hybrid working policy. In order to engage with communities in areas where there is demand for schools some travel within Ireland will be required.

Applications

Interested candidates should apply by sending a one-page letter outlining their suitability for this role, along with their CV to recruitment@educatetogether.ie by **Monday 11th March 2024**. Educate Together is an equal-opportunity employer and welcomes applications from people with minority identities and/or backgrounds.

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