



Educate
Together

Head of Education and Development

An opportunity to make a difference in Irish education

March 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 strong 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.

Head of Education and Development Role

We are currently seeking a dynamic and committed individual with strong educational knowledge and skills to lead on education and growth for Educate Together. The Head of Education and Development will work with the CEO and leadership team to ensure the successful delivery of equality-based education in Educate Together schools, and the continued growth of the sector. They will lead the support and development of Ethical Education and Educate Together ethos at primary, post-primary and third-level and play a central role in supporting and promoting innovation in the sector, as well as supporting the continued growth of the school network. This is a senior management position and the Head of Education and Development may be asked to deputise for the CEO from time to time.

This **full-time position** requires an enthusiastic self-starter, with strong insight and experience across 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 make a positive difference in education and equality in Ireland, and to contribute towards the mission of one of Ireland's most dynamic and impactful charities. Working with Educate Together offers:

- Opportunity to work with a dynamic and effective team of committed colleagues.
- Flexible working, with structured opportunities for hybrid working and a time off in lieu (TOIL) system.
- Salary scales include annual increments (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.

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,

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

M. Wallen, R. Woulfe,

Company No. 286202

Registered Charity No. 20033309

- Generous leave entitlements, including 3 additional concessionary days in December.
- An Employee Assistance Programme to support staff members' wellbeing.

Key Responsibilities:

- Work with the CEO and leadership team to ensure the efficient and effective management of national office functions and resources and the achievement of the company's strategic objectives;
- Manage national office staff, consultants, tutors and volunteers working in all or some of the following areas as required: Ethical Education; school ethos, reconfiguration / patronage transfer, new schools, school management, curriculum development, teacher education, school leadership, research, communities of practice;
- Work with the CEO and others to develop and implement strategies to secure funding and generate income for the further development of Educate Together and the achievement of the organisation's strategic objectives;
- Oversee the development and implementation of Ethical Education and the Educate Together ethos across the network, maximising schools' engagement with CPD and with Educate Together's Ethos Guidelines and School Self-Evaluation process.
- Work with the Head of Services to ensure that high quality resources and efficient systems are in place to support member schools and their boards of management;
- Promote the development and growth of the Educate Together network through developing capacity in the area of patronage reconfiguration / school transfers, supporting the establishment of new schools, and developing strategic partnerships;
- Work with the Department of Education, third-level providers, teacher organisations and other state agencies and partners to drive the improvement of policy and practice in the areas of equality-based and Ethical Education, with regard to Educate Together's strategic objectives;
- Build relationships with the Department of Education and other statutory and partner organisations;
- Represent and advocate for Educate Together and Educate Together's objectives publicly through various media, and write submissions as required;
- Oversee the design and development of relevant research as required;
- Develop detailed plans, including appropriate metrics, and report on performance to the CEO, Board of Directors, Department of Education and other funders;
- Develop, implement and monitor policies and procedures in relation to these areas;
- Develop and manage budgets in relation to these areas;
- Other duties and responsibilities as required from time to time.

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

Person Specification

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The Head of Education and Development must have strong leadership qualities and the management skills and experience necessary to lead this area of work in the national office and across the network of Educate Together schools. They must be resourceful and creative and have the capacity to make maximum use of limited resources. They will be an enthusiastic and disciplined self-starter; a leader and a team player with a target driven approach.

Essential:

- Relevant qualifications, training and experience, including a third-level qualification in the area of education;
- Excellent knowledge and understanding of equality-based and Ethical Education;
- Good knowledge of the Irish education system: school patronage, governance and management; curriculum development and teacher education;
- Understanding of educational reform and demonstrated commitment to innovation in education;
- Capacity to design, source funding for, and manage relevant projects;
- Demonstrated people management and leadership skills;
- Strong interpersonal, advocacy and communications skills, and a proven track record of developing and maintaining quality relationships with external organisations;
- Capacity to write high quality reports, submissions and grant applications;
- Demonstrated capacity to use ICT effectively, both for office purposes and in the areas of teaching and learning;
- Demonstrated ability to manage budgets and use resources efficiently;
- Capacity to think, plan and manage strategically and in the best interests of the organisation;
- Effective time management and the capacity to work under pressure to tight deadlines;
- Understanding of and a commitment to the values espoused in Educate Together's Charter;
- Flexibility, creativity, determination and a positive attitude.

Desirable

- A post-graduate qualification in the areas of education / equality;
- Experience of school governance, leadership and management at primary and second-level;
- Experience of fundraising and writing grant applications;
- Experience of working with a CRM database (e.g., Salesforce);
- Experience of successfully advocating or campaigning for change;
- Experience of successfully using social media to communicate key messages, build profile, and exert influence;
- Understanding of organisational change;
- Full driving license and access to own car when needed.

Terms

- This is a full-time post with a three-year contract initially offered. There is the potential for the right person to become permanent in the organisation, subject to performance, organisational fit and funding.

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- The salary for this position is placed on Educate Together's Senior Manager Salary Scale, with a starting salary of €60,000 - €65,182, depending on qualifications and experience.
- 26 annual leave days, plus 3 concessionary days in December.
- Flexibility to work some 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. 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 **Wednesday 10th April 2024**. Educate Together values diversity and welcomes applications from people with minority identities and/or backgrounds.

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