

**Job Title:** Operations and Systems Manager (full-time)

**Location:** Educate Together National Office (Dublin) / hybrid



### **About Educate Together**

Educate Together is an educational charity, school patron and management body supporting a growing network of equality-based primary and second-level schools in Ireland. We advocate for an education system that is inclusive, democratic, and child-centred. The national office supports 118 schools, as well as families seeking Educate Together schools, with a dedicated team of around 17 staff working across school patronage and management, teacher supports and resources, advocacy, governance and fundraising. Educate Together's current Strategic Plan is available here: <https://www.educatetogether.ie/about/2022-2026-strategic-plan/>

### **Role Overview**

The Operations and Systems Manager is a new role within the Educate Together national office with responsibility for ensuring the smooth and effective running of the organisation's internal operations. This includes overseeing office management and IT systems, managing administration staff and coordinating administrative support across Educate Together's programmes and services.

This role requires a proactive and highly organised individual with strong administration and systems management skills, a collaborative approach, and a commitment to Educate Together's mission and values. As this is a new role, the successful candidate will have the opportunity to shape and improve organisational systems and processes.

### **Benefits of Working for Educate Together**

- Opportunity to work with a dynamic and effective team of committed colleagues and make a positive difference in Irish education;
- Some hybrid working in accordance with agreed policies;
- 35-hour week with some flexible working and a time off in lieu (TOIL) system;
- 26 days annual leave plus 3 concessionary days in December;
- 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;
- A comprehensive Employee Assistance Programme to support staff wellbeing.

Educate Together is an equal-opportunity employer and welcomes applications from people with minority identities and/or backgrounds. We value the diverse backgrounds, perspectives,

and skills of our staff. We want to create a workplace where everyone feels respected and valued.

## Key Responsibilities

### Operations and Office Management

- Manage the day-to-day operations of the national office, ensuring a productive and well-supported working environment for all staff
- Line manage administrative staff (currently 3)
- Oversee and develop administrative systems, internal policies and procedures
- Manage office premises, equipment, suppliers, and logistics

### Coordination of Programmes and Governance Support

- Contribute to operational and work planning with the CEO and senior management
- Work closely with programme leads to plan and coordinate administrative and logistical support for organisational activities and company and charity governance
- Support cross-team collaboration and effective internal communications
- Develop and maintain strong systems for recording and monitoring data

### IT and Systems Oversight

- Oversee the organisation's IT systems and liaise with external providers
- Plan and implement IT projects including software rollouts, CRM development and implementation, and systems improvements
- Ensure robust data protection and security and compliance with GDPR
- Develop and implement national office data, privacy and AI policies
- Support staff with training in the effective use of digital tools and systems

## Person Specification

### Essential

- Minimum 3 years' experience in operations or administration management
- Business administration, management systems or project management qualification or equivalent experience
- Strong organisational and project management skills with attention to detail
- Proven ability to oversee IT systems and deliver technology-focused projects
- Capacity to develop and manage budgets and monitor expenditure closely
- Familiarity with CRM platforms, cloud-based and learning management systems
- Proficiency in Microsoft 365 (including strong Excel skills)

- Understanding of GDPR compliance
- Experience of managing staff and capacity to coordinate cross-functional teams
- Excellent interpersonal and communication skills
- Commitment to the values of equality, inclusion, and learner-centred education

### **Desirable**

- Knowledge of the education sector and experience working with schools and volunteers
- Experience of working in the charity sector and / or membership organisations
- Understanding of company and charities governance
- Experience of change management and/or implementing cyber security solutions

### **Terms and Conditions**

This role is placed on the Specialist Officer / Manager grade of Educate Together's salary scales. Starting salary will be between €45,450 (SO1) and €50,683 (SO4) depending on qualifications and experience. A two-year fixed term contract is envisaged initially, but there is potential for this to become a permanent role, depending on organisational needs, performance and funding.

### **How to Apply**

Interested candidates should apply by sending a one-page cover letter outlining their suitability for this role, along with their CV (max 3 pages) with the subject line Operations and Systems Manager to [recruitment@educatetogether.ie](mailto:recruitment@educatetogether.ie) by **12:00 on Monday 6<sup>th</sup> October 2025**.