



Educate
Together

Job title: **School Support and Volunteer Officer**

Location: Educate Together National Office (Dublin) / hybrid

Date: June 2026

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 20 staff working across school patronage and management, teacher supports and resources, advocacy, governance and fundraising.

Role Overview

The School Support and Volunteer Officer is responsible for recruiting and appointing volunteer board members. They report to the School Support Manager and work with the School support team to provide advice, support, and training to school principals and boards of management on matters relating to school management and school ethos.

This role requires a proactive and organised individual with strong communication and administration skills, a collaborative approach, and a commitment to Educate Together's mission and values. Experience in school management, human resources and recruitment will be particularly valuable.

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);
- Matched company contribution of up to 5% of annual salary is available where employees choose to join a PRSA pension plan;
- 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, and strive to create a workplace where everyone feels respected and valued.

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 2026 – 2027

L. Byrne, S. Cassidy, J. Collier,
N. Cullen, D. Duffy, E. Imafidon,
M. Hurley, C. Kelly, E. Lane-Spollen (Chair),
S. Larkin, M. Wallen.

Company No. 286202
Registered Charity No. 20033309

Key Responsibilities

- Recruit, appoint and support school board of management nominees;
- Work with colleagues to interpret Department of Education Circulars and other statutory instruments, and to develop guidelines, manuals and support materials for board members in relation to the management of equality-based schools;
- Develop, coordinate and deliver training for Educate Together Boards of Management in line with Department of Education guidelines and Educate Together's Ethos Quality Framework;
- Provide ongoing advice and support to school boards and principals via Educate Together's school support service, including on information related to Department of Education Circulars, recruitment and appointment of school staff, human resources, Garda Vetting, Child Safeguarding, GDPR, managing complaints, etc.;
- Encourage the participation of school board members at Educate Together member events and engage them in the democratic processes of the organisation;
- Work with colleagues to enhance and develop internal systems, policies and processes relating to recruitment, induction and ongoing support of members of Educate Together school boards of management;
- Other duties and responsibilities as required to contribute to the broader work of the national office of Educate Together, including representing Educate Together at national and regional fora.

Essential characteristics

- Strong understanding of school governance and management
- Knowledge and understanding of recruitment and human resources
- Demonstrated capacity to develop clear guidance and training materials (including digital)
- Demonstrated capacity to develop and deliver high-quality training (in person and online)
- Capacity to understand legislation, regulations and Department of Education Circulars
- Capacity and confidence to advise and support school boards and principals
- Demonstrated strong interpersonal and communication skills
- Strong problem-solving and decision-making skills
- Strong organisational and administrative skills
- IT skills and the capacity to work with a CRM database (Salesforce)
- Flexibility, and the capacity to work autonomously and as part of a team
- Full driving license and access to own vehicle
- Understanding of and commitment to Educate Together's equality-based ethos

Desirable characteristics

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Directors 2025 – 2026

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- Up-to-date knowledge of legislation, regulations and Department Circulars relating to school management
- Relevant third-level qualification (e.g., education / management / human resources)
- Experience of supporting and advising voluntary management committees / boards
- Human resources and recruitment experience
- Knowledge and experience of the not-for-profit sector
- Understanding of school patronage and the wider education system
- Experience of managing, developing and delivering training to adults (in person/ online)
- Direct experience of school management in an Educate Together or similar school
- Demonstrated capacity to network and build relationships across a range of contexts and groups
- Facilitation skills
- Mediation skills
- Multimedia skills

Terms and Conditions

This role is placed on the Officer grade of Educate Together's salary scales. Starting salary will be between €35,704 (O1) and €41,268 (O5) 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 School Support and Volunteer Officer to recruitment@educatetogether.ie by **12:00 on Monday 6th July 2026**.

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