Job title: **Buildings Officer**
Date: November 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 education, advocacy, governance and fundraising.

Role Overview:
The Buildings Officer leads Educate Together's work on school accommodation. The role supports school boards of management in accommodation and building-related matters and ensures Educate Together fulfils its responsibilities as school patron. The Buildings Officer is the primary point of contact for schools, the Department of Education and Youth, professional advisers and other stakeholders on building and property matters in Educate Together schools. They report to the Head of Patronage and Services.

Benefits of Working for Educate Together:

- Work with a dynamic team of committed colleagues and make a positive difference in Irish education
- 26 days annual leave plus 3 concessionary days in December
- Hybrid working (up to 3 work-from-home days, subject to organisational policy)
- Up to 5% matched pension contribution (after probationary period)
- Fixed annual salary increments, subject to satisfactory performance
- Comprehensive Employee Assistance Programme to support staff wellbeing

Educate Together values the diverse backgrounds, perspectives and skills of our staff, and strives to create a workplace where everyone feels respected and valued. We are committed to promoting equality and inclusion and welcome applications from people with minority identities and/or backgrounds.

Key Responsibilities

School Accommodation and Building Projects

- Provide advice and support to boards of management and school leaders on accommodation, building and facilities management matters, including maintenance issues, defects, and other accommodation challenges.

- Act as the principal liaison between schools, the Department of Education and Youth and other relevant stakeholders to support the delivery of interim and permanent accommodation solutions.
- Undertake school visits and provide practical advice on accommodation/facilities needs.
- Attend project meetings, site visits, design reviews, planning meetings and building handovers, representing Educate Together and supporting schools throughout project delivery and defects liability periods.
- Support schools in the procurement and management of architects, engineers, quantity surveyors and other professional advisers for school-led projects.

Patron, Property and Governance Responsibilities

- Support Educate Together in fulfilling its patron responsibilities in relation to school buildings and accommodation.
- Manage Educate Together's involvement in school rental agreements (leases/licences), negotiating terms, arranging payments, and liaising with legal advisers, landlords, schools and the Department as required.
- Advise schools and boards of management on planning requirements, public procurement obligations, project governance, statutory compliance and client responsibilities associated with building projects.
- Develop and maintain guidance, templates, procedures and resources to support schools in meeting maintenance, health and safety, property and regulatory obligations.

Risk Management, Sustainability and School Support

- Develop and deliver training, guidance and practical support for boards of management and school leaders, responding to day-to-day building and accommodation queries and promoting the sharing of good practice across the network.
- Promote best practice in building maintenance, risk management, lifecycle planning, sustainability, energy efficiency, retrofit programmes and climate action initiatives.
- Support schools in identifying and applying for accommodation, capital, maintenance and sustainability funding opportunities.
- Work with professionals to develop systems for monitoring building defects and other issues, and support schools in raising, escalating and resolving concerns.

Strategic Planning, Reporting and Advocacy

- Contribute to Educate Together's strategic objectives through monitoring and analysis of school accommodation needs, project activity and emerging risks across the network.
- Maintain accurate records relating to projects, grants, rental agreements and building issues, and prepare reports and submissions for the leadership team, the board of directors, and external stakeholders.
- Represent Educate Together in meetings, forums, working groups and engagements with government departments, relevant agencies and other stakeholders advocating for the accommodation and infrastructure needs of Educate Together schools.

Person specification

The successful candidate will ideally have:

- At least five years' relevant experience in construction, property management, school buildings and accommodation, project management, school management or a related field.
- Experience supporting building, property or accommodation projects and working with multiple stakeholders.
- Knowledge of planning processes, procurement, contract management and project governance.
- Knowledge of leases, licences and rental agreements.
- Strong written and verbal communication skills, including report writing and stakeholder engagement.
- The ability to analyse information, provide practical advice, and support sound decision-making.
- Knowledge of Department of Education and Youth school building and accommodation policies, practices and procedures.
- Experience working in education and/or with voluntary boards of management.
- A commitment to environmental sustainability and experience in sustainability, energy efficiency, biodiversity and/or climate action initiatives.
- A relevant qualification and/or membership of a relevant professional body, and a willingness to engage in continuing professional development.
- Strong organisational and time management skills, and the capacity to use IT effectively in office settings.
- A full clean driving licence, access to a vehicle, and willingness to travel nationally.

Personal Attributes:

- The successful candidate will be collaborative, approachable and solutions-focused, with the ability to build positive working relationships with schools, boards of management, government departments, professional advisers and other stakeholders.
- They will be highly organised and capable of managing a varied workload, balancing day-to-day priorities with longer-term objectives. They will demonstrate initiative, sound judgement and strong problem-solving skills, with the confidence to work independently while contributing effectively as part of a small team.
- The successful candidate will be resilient, adaptable and responsive, with the ability to manage competing demands and navigate complex or challenging situations. They will be an effective communicator, capable of explaining technical, property and procedural matters clearly to non-specialist audiences.
- They will be committed to the values and mission of Educate Together, will demonstrate professionalism, integrity and accountability in their work, and will be committed to providing a high level of service and support to schools.

Terms & Conditions:

This role is placed on the Specialist Officer grade of Educate Together's salary scale. The starting full-time salary will be between €45,905 (SO1) and €52,951 (SO5), depending on qualifications and experience, plus up to 5% matched pension contribution (after probationary period).

Educate Together operates a hybrid working policy which requires all staff members to attend the national office in Dublin on agreed days. New team members are required to attend the office more regularly during induction. Following this period, assigned in-office days (usually 2 per week plus one monthly staff day) are agreed based on role, organisational and team needs, and employee preference.

This role will require some travel within Ireland for school visits and occasional off-site meetings. Where the staff member is required to use their own vehicle, mileage is paid at civil service rates, subject to organisational policy.

A three-year fixed term contract is envisaged initially, commencing January 2027, but there is potential for this to become a permanent role, depending on organisational needs, performance and funding.

How to apply:

Interested candidates should send the following to recruitment@educatetogether.ie:

- Letter of application – outline your interest in and suitability for the role (max one page)
- Up-to-date CV (max three pages)

by midnight on **30 November 2026**