# South Dublin County Partnership

Inspiring the Future- Ireland

Programme Coordinator

A vacancy has arisen for a full-time Programme Coordinator in South Dublin County Partnership ‘Inspiring the Future Ireland’ programme. South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so, and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighbourhoods. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community Development Programmes.

This position is a full-time 12 month fixed term contract, requiring an energetic and hands on programme Co-ordinator to drive and build the new programme in Ireland.

Inspiring the Future is administered by the charity the Education and Employers, a small independent UK based charity. The programme aims to broaden the employer/ education interface with careers guidance, work experience, mentoring and other programmes. South Dublin County Partnership has operated the programme across in South County Dublin and now wishes to develop a national presence across the greater Dublin area initially followed by a roll out across Ireland. SDCP

**Reporting to** the Senior Manager Lifelong Learning, the coordinator will be responsible for the design, implementation and development of the Inspiring the future - Ireland programme for South Dublin County Partnership in order to meet funder and company requirements

**Principle Role and Responsibilities**

* To participate fully and work effectively within the South Dublin County Partnership Lifelong Learning Team
* Lead the design, delivery and development of the pilot Inspiring the Future - Ireland programme and document evidence of outcomes
* Develop and manage the roll out of Inspiring the Future - Ireland programme
* Provide on-going support to both key employers and schools
* Develop monitoring and evaluation (M&E) plan for the programme and ensure strong M&E systems are in place and delivering evidence of programme outcomes
* Take forward research into the benefits of Inspiring the Future - Ireland interventions in schools
* Cultivate and manage relationships with key stakeholders and supporters including schools and corporate partners
* To support and motivate young people in their identified progression paths
* To prepare progress reports and annual reports as required
* Draft reports and communications to funders and investors
* Develop and implement future funding and fundraising activities
* Develop and implement a strategic communications plan in order to effectively and consistently communicate the goals and messages of the programme
* Generate appropriate content for communications with stakeholders and the public including newsletters, press releases, annual reports using conventional and new media platforms
* Develop marketing materials
* Develop materials and deliver  presentations to key stakeholders
* Build and maintain employer databases
* Other tasks and duties as and when required by the Lifelong Learning Senior Manager

**Qualifications/Experience:**

* Educated to degree level in Education, Business, and Project Development, Marketing or other relevant discipline.
* Minimum of 3 years’ experience in devising, implementing and evaluating education programmes
* Good understanding of Local Development sector, New programmes & projects
* Excellent knowledge and experience of the philanthropy sector and international CSR as it is applied in Ireland.

**Person Specification Essential Criteria – The successful candidate will:**

* Have experience in managing relationships with key stakeholders and supporters including corporate partners
* Be articulate and confident communicator who is influential and effective in presenting a concept
* Have a track record in designing, delivering and evaluating programmes
* Have proven experience of working effectively in a team environment & on one’s own initiative
* Have experience of using strong interpersonal skills (written and oral) across a diverse and wide audience
* Have experience in working with multiple time demands and deadlines
* Have proven analytical skills with the capacity to absorb/organise new information to ensure well briefed on new topics
* Have excellent IT and communication skills
* Have experience in preparing progress reports and annual reports
* Have experience in generating appropriate content for communications with stakeholders and the public including newsletters, press releases, annual reports using conventional and new media platforms

**Other**

* Garda Vetting will apply to this role
* Car Owner with full clean driver’s license for the purposes of carrying out the duties contained in the job description
* The appointee must work well with others and must be able to work as part of a team
* The appointee must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to deliver regular and efficient service
* The appointee must be of good character

**Application process**

**Applications by post only**

**Envelope must be clearly marked ‘’Inspiring the Future” Post.**

Three copies of CV and application letter to be sent to

Administration & Operations Department

South Dublin County Partnership

Unit D1,

Nangor Road Business Park,

Nangor Road,

Dublin 12

**Closing Date for receipt of CV and letter: 5.00 pm Thursday 23rd July 2020**

Late applications cannot be considered.

No individual correspondence will be entered into.

**Initial Fixed Term *12 month* Contract (with probation of 6 months)**

**Interview Candidates will attend online interview process via ZOOM, presentation 2nd interview where**

**Appropriate will be held in South Dublin County Partnership offices.**

**South Dublin County Partnership is an equal *opportunities* employer.**