**South Dublin County Partnership**

**Inspiring the Future Ireland**

**Programme Project Officer**

***12-month fixed term contract***

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. **South Dublin County Partnership is an equal opportunitiesemployer and welcomes applicants from a diversity of backgrounds.**

A vacancy has arisen for a full-time Programme Officer in South Dublin County Partnership’s [‘Inspiring the Future Ireland’](https://inspiringthefuture.ie/about-us/) programme. This position is a full-time 12-month fixed term contract (with possibility for extension), requiring an energetic and hands on programme officer to deliver this programme to schools in South County Dublin.

Reporting to the Senior Manager Placement Programmes, the Project Officer will be responsible for the implementation, development, and delivery of the Inspiring the Future Ireland programme for South Dublin County Partnership, and to meet funder and company requirements

**Principle Role and Responsibilities**

* Lead the delivery and development of the Inspiring the Future Ireland programme across South County Dublin and document evidence of outcomes.
* Deliver an effective programme, meeting all funder goals and targets within specific timeframes.
* Deliver educational workshops, talks and events (online and in-person) that meet the goals of the Inspiring the Future Ireland programme.
* Generate appropriate communications and marketing materials for promotion of the programme to a variety of stakeholders including schools, corporate partners, and the public, using conventional and new media platforms.
* Liaise with local schools, both primary & secondary, for the promotion and delivery of programmes.
* Cultivate and manage relationships with key stakeholders and supporters including schools and corporate partners.
* Build and maintain employer and volunteer databases.
* Manage, support and recruit volunteers and companies to take part in the programme.
* Manage and maintain M&E systems for the delivery of an evidence-based programme.
* Prepare progress reports and contribute to funding applications, as required.
* Participate fully and work effectively within the South Dublin County Partnership Placement Programmes Team.
* Other tasks and duties as and when required by the Placement Programmes Senior Manager.

**Qualifications/Experience:**

* Educated to degree level in Education, Community Work, Project Development, or other relevant discipline.
* Minimum of 2 years’ experience in devising, implementing, and evaluating education programmes.
* Knowledge and experience of the philanthropy sector and international CSR as it is applied in Ireland, a benefit.
* Experience of volunteer management, a benefit.
* Specific experience of career guidance/careers education, a benefit.

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

* Have a track record in designing, delivering, and evaluating educational programmes.
* Have experience in generating appropriate content for communications and promotion of programmes.
* Have a track record of meeting targets and KPIs.
* Have experience in managing relationships with key stakeholders and supporters including schools and corporate partners.
* Have proven experience of working effectively in a team environment & on one’s own initiative.
* Have experience in working to time demands and deadlines.
* Have excellent IT and communication skills.
* Have experience in preparing progress reports and funding applications.

**Other**

* Garda Vetting will apply to this role.
* Full clean driver’s license and access to a car 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.
* Have experience in using Microsoft Teams, Saleforce, and Mailchimp etc.

**Health:**

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 competence and ability to render regular and efficient service in SDCP.

**Salary:**

The salary for this position will be based on each individual qualification and experience.

**APPLICATION PROCESS**

**Postal Applications:**

Applicants should pay particular attention to the essential and desirable criteria in the job

description, your suitability and why you are the best candidate for this post in question. Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover

letter marked **Inspiring the Future Ireland post Job Ref. 38/2021** and should be addressed **To:**

Administration & Operations Department,

South Dublin County Partnership,

Unit D1,

Nangor Road Business Park,

Nangor Road,

Dublin 12.

**Email Applications:**

Email your CV and cover letter to [jobs@sdcpartnership.ie](mailto:jobs@sdcpartnership.ie) – subject box to be marked **Inspiring the Future Ireland post Job Ref. 38/2021**

Closing date for receipt of applications: **Monday 4th October 2021 at 12.00 noon**

Please provide the names, address, occupation, and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered.

Late applications cannot be considered. Short listing of candidates will apply.