



Title	Education Officer
Status	Permanent subject to funding
Location	Dublin
Reporting to	Designate of the CEO
Salary	BCP Officer Level 2 (€40,000 - €49,000) starting point DOE
Pension	The post comes with an entitlement to join the Company pension scheme after the 6-month probationary period.
Hours of Work	Available on a full-time basis 35 hours per week or 28 hours a week basis

Role Purpose: The Education Officer is required to work effectively as part of a multi-disciplinary team implementing objectives and actions set out in the Company’s Strategic Plan, the Annual Programme of Work and in their annual work plan. The overall aim of the role is working collaboratively with education stakeholders in the area to address poverty and disadvantage by supporting children and young people to reach their educational potential.

Duties of the Role: The duties of the Education Officer are to promote educational attainment and facilitate (with local education providers) improved outcomes for children, parents and families through the coordination of a range of evidence-based initiatives as prioritised by the findings of area wide education research. The role entails performing the following duties:

- Develop and enhance the relationship of BCP with local schools, education providers and community organisations through building effective communications and collaborative working relationships.
- Act as lead on the D10 Education Task Force and D10 Childcare Network to promote a collaborative, area-wide approach to addressing educational disadvantage.
- Work with education managers and an appointed independent researcher to co-ordinate an area-wide evaluation of the baseline indicators of educational attainment in Dublin 10 leading to the development of an outcomes-based and measurable work plan for BCP and its collaborative partners.
- Work in conjunction with pre-schools, schools, education stakeholders and BCP colleagues in planning activities and programmes that respond to emerging needs identified in the annual data collation project.
- Develop, co-ordinate and evaluate a range of educational initiatives based on an agreed outcomes framework
- Facilitate children, parents and young people, in a small group environment on a school hub basis, with sessions on college awareness, access to education and apprenticeship and financing third level education.
- Co-ordinate and administer the Botvin Lifeskills programme in primary and post-primary schools in the catchment area

- Work collaboratively with BCP colleagues and education professionals locally to engage with parents of early years and school-aged children and support them in setting high realistic expectations in terms of their children's education, social and life outcomes.
- Monitor and report as required on activities and outcomes of programmes to the Programme Manager and CEO
- Ensure high standard of administration and that required information is recorded on internal and external CRM databases (Salesforce and MSDynamics) and SharePoint as required by funders and in accordance with agreed audit requirements
- Adhere to Professional Standards and Code of Ethics in the Company;
- Undertake other duties and responsibilities as may be assigned

Person Specification

Qualifications

- The Education Officer will be a third level graduate able to demonstrate practical experience of education issues affecting individuals, families and communities.
- A third level qualification in Teaching/Education/Youth Work/Social/Human Sciences or a minimum of 3 years' relevant equivalent experience is essential.

Knowledge & Expertise

The Education Support Worker should be able to demonstrate experience and expertise in the following areas:

- Knowledge of the Irish pre-school, primary and secondary education system
- Expertise in working in the dynamic space between school, home and the community
- Project development, implementation and co-ordination experience
- Proven expertise in driving initiatives from conception to completion
- Experience of working with the formal education system
- Experience of multi-agency relationship development and management
- A record of planning, achievement and implementation
- Experience in learning design and delivery
- Knowledge of evidence-based programme delivery and outcome evaluation

Skills & Competencies

The Education Support Worker should be:

- Personally competent in undertaking direct work with parents and young people
- Competent in the delivery of programmes to mitigate educational disadvantage
- Skilled and credible in driving joint programming where possible with schools and other providers
- Organised, flexible and creative with the ability to adapt to manage competing priorities within a changing and challenging environment
- Competent in costing programmes
- Have the ability to design and manage contracts with individual tutors or organisations providing training
- Able to conduct him or herself in a way that commands confidence and respect
- In possession of excellent written (both academic and report/proposal writing), oral communication, facilitation presentation skills
- Computer literate in working competently with standard MS word and data processing, spreadsheet and communication packages.

Character & Personal Qualities

- Be passionate about learning, be a creative and a forward thinker
- Empathetic to the needs of those most distanced from educational success
- Able to work in a self-directed dynamic manner, and to develop good working relationships with all stakeholders
- Appreciative of the main social, economic and environmental issues currently affecting the community
- Fair, impartial and open to new ideas and information
- A role model for lifelong learning and continuous professional development

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