**South Dublin County Partnership**

**Inspiring the Future Ireland**

**Programme Project Officer**

***(Part time position – fixed term contract)***

South Dublin County Partnership works with people who experience poverty and social exclusion. SDCP promotes social cohesion, active citizenship and labour market participation with a focus on the most disadvantaged neighborhoods in the area.

We offer a range of integrated activities in Community Development, Lifelong Learning, Enterprise and Employment Family and Early Childhood and Health and Wellbeing.

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

**Inspiring the Future Ireland:**

A vacancy has arisen for a part-time Project Officer with SDCP [‘Inspiring the Future Ireland’](https://inspiringthefuture.ie/) project.

This project involves connecting young people in primary and secondary schools with volunteers from the world of work. This position is a part-time (21 hours per week), 12-month fixed term contract, with possibility for extension.

We are seeking an energetic, hands-on Project Officer to coordinate career networking talks, University access visits, STEM based work placements and civic engagement programmes in collaboration with our volunteers from a wide variety of employment sectors who engage with schools to speak informally about their job, career, and their educational route , to broaden the horizons and raise the aspirations of children and young people in South County Dublin.

Reporting to the Lifelong Learning Senior Manager and the Aspire Project Coordinator, the Project Officer will be responsible for ensuring key performance indicators required by our funding partners are met.

**Principle Role and Responsibilities**

* Plan and coordinate educational workshops, talks and events that meet the goals of the Inspiring the Future Ireland programme.
* Liaise with local volunteers for the promotion, engagement, and delivery of programmes.
* Maintain employer and volunteer databases, including communications through CRM Platform.
* Recruit and support volunteers and companies to take part in the programme.
* Maintain monitoring and evaluations systems for the delivery of an evidence-based 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.
* Other tasks and duties as and when required by the Aspire coordinator & Lifelong Learning Senior Manager.

**Qualifications/Experience:**

**Essential**

* A minimum level 6 (Diploma) in Education, Community Work, Project Development, or other relevant discipline or 2 years professional experience in an education/youth work setting.
* Minimum of 1-year experience in devising, implementing, and evaluating education/ youth programmes.
* Full, clean driving licence and access to a car when required to travel for work.

**Desirable**

* Experience of volunteer management.
* Specific experience of career guidance/careers education.
* Experience of utilizing digital and print media in the charity sector.
* Experience with Salesforce or other CRM platforms.

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

* Have a track record in designing, delivering, and evaluating educational /youth 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 volunteers and schools.
* 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.

**Other**

* Garda Vetting will apply to this role.

**Renumeration Package & Benefits:**

* The salary for this position will be based on the successful individual’s qualification and experience.
* Excellent Pension of 10% employer’s contribution after successful probation period.
* Access to HSF private health insurance.
* Opportunity to apply for up to two days remote working as per SDCP policy on completion of successful probation period of 6 months.
* 21 hours per week (part-time)
* Access to Employee Assistance Programme

**Salary: Pro rata for part time €33,810 - €38,174 depending on qualifications and experience.**

**Application Process**

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 accompanied with completed confidential form marked: **ITFI Project Officer Ref: 129/2024**

Please ensure you have followed the application process as described.  **Only fully completed applications including cv and letter of application can be considered.**

**Administration & Operations Department**

**South Dublin County Partnership**

**Unit D1**

**Nangor Road Business Park**

**Nangor Road**

**Dublin 12**

**OR** alternatively email your application to **jobs@sdcpartnership.ie** – subject box to be marked **ITFI Project Officer Ref: 129/2024**

Closing date for receipt of applications: **15th of March 2024 at 12.00pm**

Note no late applications will be accepted.

No individual correspondence will be entered into.

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