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Since its inception in 2000, the mission of Business in the Community Ireland (BITCI) is to harness the power of Irish business to maximise its positive impact on all its stakeholders. It is a non-profit organisation specialising in advice and guidance to leading companies on corporate responsibility and corporate community involvement.

By working with **businesses in Ireland**, we make an impact on education nationally and in **local communities**. We work with Ireland’s leading companies on addressing key educational issues. From tackling the retention rate in post primary schools and improving literacy and numeracy skills for young children to fostering a pipeline of talent and training educators, we work with hundreds of companies and schools all over Ireland to create mutually beneficial and lasting partnerships.

**Job Description**

**Job Title:** Assistant Manager, The Schools’ Business Partnership

**Contract Type:** Specified Purpose; Full Time.

**Responsible To:** Head of Education

**Job Purpose:** Support the work of the Head of Education and the team, manage up to six peole in the Dublin region and also carry out existing role of coordinating the schools business partnerships in Dublin.

**Primary Responsibilities:**

**To manage oneself and one’s direct reports on all aspects including:**

* + Implementation of strategic plan
  + Ongoing review of action plans
  + Management of direct reports (Regional coordinators in the main)
  + Management of financial & human resources
  + Effective communication internally and externally

1. I**mplementation of strategic plan**
   * Assist the Head of Education monitor the education strategic actions
   * Prepare own annual action plan
   * Ensure that each staff member develops their annual action plan & objectives
2. **Ongoing review of action plans**
   * Implement plans and ensure they are carried out in a timely fashion
   * To review all action plans with staff both at appraisals and otherwise
3. **Line Management**

* Lead and support the work of the direct reports
* Provide quality and efficient communications and reporting systems in reporting to the Head of Education
* Hold appraisal meetings with each staff member on an annual basis and hold appropriate reviews or update meetings with coordinators either by phone or in person
* Understand the values that underpin our work and organisation
* Provide ongoing coaching, support and on the job training
* Support staff in identifying their personal and learning and development needs, identify training courses for staff where appropriate
* Train, coach and mentor new staff members;

1. **Management of financial & human Resources**

* Be cost efficient in all areas
* Ensure that staff’s time is used efficiently
* Motivating team members and encouraging teamwork and high levels of staff interaction across the regional co-ordinator network
* Ensuring that equal importance is applied to Health and Safety as to other staff responsibilities.

1. **Provide effective communications internally and externally**

* Ensure the Head of Education is kept aware of all relevant matters
* Provide Head of Education with ongoing relevant communications
* Prepare a bi-monthly report on main items of note to update the Programme Manager
* Ensure best practice communication with all key stakeholders
* Proactively bringing ideas to improve the quality of programmes provided
* Represent the Schools’ Business Partnership as appropriate in the relevant region

**Other**

* Assist in the development of BITCI’s and SBP’s strategic plans
* Assist in the development and production of programme evaluation reports
* Research new technologies, methodologies and information relevant to your job.
* Carry out ad-hoc research and projects.
* Carry out other duties as required which are consistent with the job.

**The key core competencies required will be:**

* Planning
* Organisational
* Interpersonal
* Communication
* Leadership
* Time Management