

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. Funding for our work is from participating businesses, sponsors and Government.

Job Title:	Regional Coordinator – Dublin Region
Job Purpose:	To coordinate existing partnerships between primary schools and their partnering companies
Reporting to:	Assistant Manager, Education Team
Direct Reports:	None
Travel/ Driving License Required:	Yes
Contract	Maternity Cover Contract – 2.5 days per week (minimum six months)
Salary	€33,000 to €40,000 DOE

JOB DESCRIPTION

Primary Responsibilities:

- Manage primary school partnerships on our Time to Read and Time to Count programmes
- Contribute to the development of the delivery plan for programmes and implement accordingly;
- Provide a professional service by leading and facilitating the existing partnerships and provide a high standard of support to ensure each partnership is of a very high quality;
- Liaise with the school principal, school and company coordinators and facilitate the planning of annual programmes;
- Measuring impact - ensure schools and companies complete the evaluations in a timely manner and issue an individual evaluation report to each partnership
- To prepare and implement an annual personal action & development plan;
- Promote all BITCI initiatives and programmes in the region to ensure growth and expansion of our programmes;
- Manage expectations of companies and schools in the region;
- Utilise existing resources as efficiently as possible to meet programme objectives;
- Effectively communicate relevant, accurate and timely information to Manager, Programme Coordinators, and the team as per the team's annual communications plans;
- Use IT as a cost-effective method of communication, continuously updating and improving your skills. Our programmes are currently operating by virtual delivery and upskilling is required on an ongoing basis.

Secondary Responsibilities:

- To contribute to establishing best practice in the work of the Education Programmes in BITCI;
- To liaise with BITC staff and to be familiar with BITC programmes and events
- To research and support new programme developments
- To be familiar with current developments in the business and education sectors
- To effectively promote and publicise the work through social media (Twitter)
- To actively contribute to a healthy, safe, secure and productive working environment
- To actively promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of your work.

PERSON SPECIFICATION

Education/ Qualification/ Knowledge

- Minimum of 3 years working in a business or education environment
- Broad understanding of business operations (Sales and Marketing, Finance, HR, IT)
- Knowledge of Irish business landscape
- Highly proficient in MS Office applications.

Experience

- Experience of managing relationships with senior executives and delivering presentations to a high level audience
- Experience of managing conflicting expectations/ facilitating relationships of parties in a partnership scenario
- Experience of Project Management.

Skills/ Personal Attributes

- Planning
- Organisational
- Interpersonal
- Communication
- Leadership
- Time Management
- Influencing skills
- Facilitation skills
- Presentation skills

Desired Qualifications and Knowledge:

- CRM Database (MS Dynamics or similar)
- Train the Trainer qualification/ experience of delivering training
- Literacy/numeracy enhancement and or reading support for children
- Experience of programme evaluation and impact assessment
- Social media experience.

What we offer:

- Generous Annual leave: 22 days annual leave per year pro rata, rising to 26 days after 1 years' service

- PRSA: Option to join the Company's PRSA scheme after six months' service
- Flexible working practices
- Training and Development Opportunities
- Volunteer days: two days paid leave per annum to be spent volunteering in the community and voluntary sector
- Access to our Employee Assistance Programme
- Cycle to work scheme
- TaxSaver commuter scheme

How to Apply

To apply for this role please send your CV and cover letter via email to careers@bitc.ie by Wednesday July 13th @ 5pm. Interviews will be held at our office in Phibsboro on Monday July 18th.

Business in the Community Ireland is an equal opportunities employer and promotes a policy of continuous personal and professional development among its staff.

Business in the Community Ireland has a policy of interviewing candidates with disabilities who meet the essential criteria.