

Business in the Community Ireland (BITCI) is a movement for change and a unique organisation. Since 2000, we champion the business transition to more sustainable and inclusive models that leave no-one behind. Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We act as trusted advisers in sustainability and corporate social responsibility.

<b>Job Title:</b>	<b>Regional Coordinator, Cork Education team</b>
<b>Job Purpose:</b>	To coordinate existing partnerships between primary and post-primary schools and their partnering companies to deliver one of our suites of education programmes
<b>Contract Type:</b>	Permanent, <b>part-time 18 hours</b> per week (with the potential to grow to 23 hours).
<b>Reporting to:</b>	Assistant Manager, Atlantic Team
<b>Number of Direct Reports:</b>	None
<b>Job Location:</b>	<b>Remote</b> - but the candidate <b>must be</b> based in Cork city or County, as the portfolio includes school-business partnerships in Cork city and county.
<b>Travel/ Driving License Required:</b>	Yes
<b>Salary:</b>	Band 10 €34,949-€41,500 (Full time equivalent)

### **JOB DESCRIPTION**

The role holder will manage school partnerships on our primary and post primary programmes and contribute to the development of the delivery plan for programmes and implement accordingly. The person will 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. There will be a requirement to liaise with the school principal, school and company coordinators and facilitate the planning of annual programmes. Furthermore, impact measurement will be required to ensure schools and companies complete the evaluations in a timely manner and issue an individual evaluation report to each partnership.

#### **Primary Responsibilities:**

- Manage school partnerships on our primary and post primary 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 development plan;
- Recruit businesses and schools and promote all BITCI initiatives and programmes to ensure continuance of programmes in targeted schools and expansion of our programmes;
- Manage expectations of companies and schools;
- Attend and/or deliver programme sessions in schools;
- Utilise existing resources as efficiently as possible to meet programme objectives;
- Effectively communicate relevant, accurate and timely information to Manager, Programme Coordinators, Head of Education and the wider 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 skill

**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.

*The above is not an exhaustive list of duties. Other ad-hoc duties may be assigned from time to time, in line with the overall organisational objectives of BITCI.*