



Job Description Booklet  
**Education Officer**

Application Closing Date: **20th April, 17:00 pm Irish Time**



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Kinia is a non-profit social enterprise focused on education. We want to make sure future-focused skills and learning opportunities are available for all children and young people. We believe that we can make that vision a reality by working together. Find out more about us: <https://kinia.ie/>

## Role Overview

We are expanding and looking for an enthusiastic team member to join us and work with educators to develop their practice using technology and creative approaches to Digital and STEM skills development. This role will work in schools and the youth sector.

**Role:** Education Officer

**Location:** Hybrid (work from home or hub with travel as required)

**Contract:** Full Time

## Requirements

- **Qualifications:** Third-level qualification in Education, Youth Work, and/or a STEM-based discipline.
- **Experience:** 2+ years of experience facilitating learning in a classroom or youth development setting.
- **Logistics:** A **full, clean driver's license** (essential for travel to schools/hubs).

## Key Responsibilities

### 1. Training & Facilitation (Delivery Focus)

- Deliver Kinia's professional development training for schools and youth settings, aligned to our professional standards.
- Use Kinia's existing content and frameworks to support educators in digital and STEM skills development.
- Coordinate the delivery of Kinia-related events and workshops.
- Oversee the distribution of educational materials and equipment required for your training sessions.

### 2. Educator Support & Activation

- Provide ongoing support to educators, schools, and youth services to ensure successful programme adoption.
- Support educators to activate training into effective classroom and youth practice through structured follow-up.
- Collect and monitor participant feedback to maintain high standards of delivery.



### **3. Engagement & Networking**

- Build and engage Kinia's national network of educators.
- Manage multiple partnerships and stakeholder relationships to ensure smooth programme roll-out.
- Contribute to the internal community of practice to share insights from the field.

### **4. Research & Operations**

- Maintain up-to-date knowledge of trends in education, digital learning, and EdTech.
- Manage your own project timelines, deliverables, and administrative tasks.

### **Skills and Competencies**

- Communication: Proven ability to communicate technology and STEM concepts in an engaging and accessible way.
- Digital Literacy: High level of digital literacy with strong technical skills and comfort with various software and equipment.
- Problem Solving: Ability to adapt and problem solve in dynamic, people-centred environments.
- Organisation: Self-motivated with excellent organisational skills and attention to detail.
- Innovation: Creative thinker with strong problem-solving abilities.
- Interpersonal: Excellent communication, relationship building and interpersonal skills.
- Remote Working: Ability to work effectively in a hybrid/remote environment.

### **Desirable**

- Irish Language: Proficiency in Irish, or a strong appetite for learning and engaging in bilingual development.





### **Additional Information**

Contract and Probation period:

- This is a full-time permanent position subject to funding.

### **Salary Range**

- ca €34,000 (depending on experience)

### **Other Benefits**

#### **Pension Scheme**

After the successful completion of probation, all Kinia staff members are eligible to join our PRSA pension scheme, administered through New Ireland. Staff must contribute a minimum of 5% of their gross monthly salary, with Kinia matching this up to the value of 5%.

#### **Hybrid-Friendly Workplace**

Kinia operates a hybrid-friendly workplace. Many of our staff are based around the country. Kinia supports all staff to access remote working hubs, our Dublin office, or our Galway office. Expectations of Travel will be required.

Kinia provides financial assistance to all staff to ensure they have the furniture and IT equipment needed when working from home.

#### **Annual Leave**

23 days annual leave, plus an additional 2 days for Company Days

#### **Expense Allowance**

Kinia provides travelling expenses, accommodation allowance, and subsistence allowances for any travel that is required as part of the role. Additionally, Kinia provides all staff with a monthly phone allowance, as well as a one-off allowance to purchase a work phone.

#### **EAP (Employee Assistance Programme)**

Kinia has an EAP in place and can work closely with any employees who need to avail of this.



### **Opportunities for advancement, learning and development.**

Kinia aims to support all staff in their learning, development and career advancement. Line managers work with their direct reports to develop an annual learning and development plan to support staff growth.

### **Selection Process**

The selection process may include:

- screening of applications;
- shortlisting of candidates based on the information contained in their application; a competitive preliminary interview;
- a competitive final interview.

We endeavour to respond to all applicants within four weeks.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need.

### **How to Apply**

Click [here](#) to apply

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