

ADVERT ID 105773 \*

## General

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### iScoil Ltd

FAO: Brian Fitzsimons Address: Acorn Centre Warrenmount Blackpitts Dublin 8  
<https://www.iscoil.ie>

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### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Mon Jun 11 2018  
**Application Closing Date:** Fri Jun 29 2018  
**Commencement Date:** Mon Aug 27 2018  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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### POST DETAILS

**Title:**  
iScoil Programme Manager

**Description:**  
Programme Manager

#### Role Description

iScoil is an online learning service that offers learning opportunities and accreditation to young people aged 13-16 years who are not in mainstream education. Students are referred to iScoil from TUSLA – The Education Welfare Service. Since 2009, with the support of the Presentation Sisters, iScoil has been to the forefront in designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based good practice.

We believe that with improved internet connectivity and learning tools, there is a real opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to digital learning content, teaching approaches and assessment and the CEO and Board of Directors are keen to continue this ethos of development into the future.

iScoil aims to:

- Engage young people in learning
- Build confidence and self esteem
- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: [www.iscoil.ie](http://www.iscoil.ie)

Responsible to: iScoil CEO

Key relationships with: CEO, Head of Learning and Learning Technologist

#### Primary Purpose

The Programme Manager is responsible for managing and overseeing the delivery of iScoil's learning programme. We have a committed and energetic team with an established standard of good practice in delivering flexible, personalised and innovative online learning programmes. If you understand the value of personalised and innovative approaches to engage young people in learning this is a great opportunity to develop your skills and contribute to a unique and award winning educational programme.

The Programme Manager has responsibility for the coordination and management of the following operational aspects of iScoil.

#### Management and Strategic Responsibilities:

- Manage mentors including developing and delivering training and support
- Develop policy including procedural guidelines and manuals
- Develop and maintain standards of practice across VLE and database
- Implement operational aspects of strategic plan
- Develop iScoil's public profile, including representation at formal meetings and events
- Maintaining strong relationships with funders and key stakeholders while promoting the model of learning
- Work with CEO to identify areas of growth, development, and scale
- Oversee and develop partnerships with new and existing blended learning centres including the development of an exemplar framework in blended learning
- Project manage learning services and pilot projects
- Along with CEO, review staffing needs and be involved in recruitment
- Contribute to promotions and fundraising plans and provide information, case studies and statistics for promotional purposes

#### General Duties:

- Lead weekly central team meetings with a focus on students and operational issues
- Oversee the referral process, maintaining relationships with statutory bodies
- Liaise with parents, caregivers and other individuals and organisations to support student engagement
- Identify progression routes for students and advocate with colleges/employers
- Act as Deputy Designated Liaison Person in relation to Child Safeguarding

#### Person Specifications

##### Qualifications:

- Relevant third level qualification preferably to post-graduate level

##### Experience and Competencies

- Previous experience in a leadership role in the community/voluntary sector
- A knowledge of educational disadvantage and the factors associated with early school leaving
- Ability to build relationships with key stakeholders and represent iScoil in a professional manner
- Excellent technical skills and experience employing digital technologies in education programmes
- Excellent communication, planning and organisational skills
- Excellent collaboration and teamwork skills with ability to take initiative and work independently
- Ability to be flexible and respond to change and new initiatives as the need arises
- Commitment to the ethos and culture of iScoil

#### Terms and Conditions

Contract: Duration will be 2 years subject to organisation funding

Location: The position is based in Acorn Centre, Blackpitts, Dublin 8

Deadline for application: 5pm Friday 29th June 2018

Applications: By CV and cover letter to [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie)

Interviews: Scheduled to take place the week beginning 16th July 2018

iScoil is an equal opportunities employer

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Apply To:** FAO: Brian Fitzsimons  
Address:  
Acorn Centre Warrenmount  
Blackpitts  
Dublin 8

**County:** Dublin

**Email Address:** [info@iscoil.ie](mailto:info@iscoil.ie)

**Phone:**

**Website:** <https://www.iscoil.ie>

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