

ID FÃ©GRA 130945

## GinearÃ©lta

### ISCOIL LTD

Acorn Centre Warrenmount Blackpitts Dublin 8 D08W2X8  
<https://www.iscoil.ie>



#### PRÃ©OMHSHONRAÃ©

**StÃ©idas:** DÃ©ghnÃ©mhaithe  
**LeibhÃ©al:** LeibhÃ©il Eile Oideachais  
**DÃ©lta PostÃ©ilte:** DÃ©ar Noll 19 2019  
**SpriocdhÃ©lta le haghaidh larratas:** Aoine Ean 17 2020  
**StÃ©idas an Phoist:** Eile  
**LÃ©on na bhFolÃ©ntas:** 1

#### SONRAÃ© AN PHOIST

##### Teideal:

Student Support Coordinator

##### Cur sÃ©os:

Student Support Coordinator 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 Educational 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 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: [iScoil.ie](https://www.iscoil.ie) Responsible to: iScoil CEO

Key relationships with: CEO, Programme Manager, Head of Learning, Learning Technologist, Office Manager

Primary Purpose

The Student Support Coordinator is primarily responsible for supporting the delivery of iScoil's learning programme. This involves coordinating student administrative procedures and general office management. It is envisaged the successful candidate will lead a number of new initiatives relating to student collaboration and the collection of impact data to enhance iScoil's communication strategy. At iScoil, 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 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 Student Support Coordinator has responsibility for the following aspects of iScoil:

- Student and office administration
- Updating and maintaining student records and standards of practice across our Salesforce CRM and VLE
- Supporting and piloting new approaches to enhance student engagement, collaboration, and progression
- Profile raising, gathering impact data, establishing alumni and parent support groups
- Contributing to promotions and providing information, case studies and statistics for funding applications and promotional purposes

• Work with Central Team to identify areas for efficiencies and growth  
 General Duties  
 • Lead operational procedures relating to students, including enrolment packs, student certificates of achievement, and general office administration  
 • Participate in central team meetings with a focus on student engagement, collaboration and operational support  
 • Identify progression routes for students and advocate with colleges/employers  
 • Develop iScoil's public profile, including representation at public events and formal meetings  
 • Engage with all other relevant duties as outlined by the CEO  
 Person Specifications Qualifications  
 • Relevant third level qualification  
 Experience and Competencies  
 • Office Management  
 • Excellent technical skills and experience using CRM (Salesforce)  
 • Previous experience in the educational NGO, voluntary or community sector  
 • A knowledge of educational disadvantage and the factors associated with early school leaving  
 • Ability to build relationships with young people, parents and key stakeholders  
 • Excellent communication, planning and organisational skills  
 • Excellent collaboration and teamwork skills with ability to take initiative and work independently  
 • Ability to employ creative approaches to support student engagement and collaboration  
 • 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. Appointment to the role is subject to

Garda Vetting.

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

Deadline for application: Close of business on Friday 17th January 2020 Applications: By

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

Interviews: Scheduled to take place the week beginning the 27th January 2020

iScoil is an equal opportunities employer

#### RIACHTANAIS IARRATAIS

- Litir Iarratais
- Ráiteoir (ainm, rár, uimhir theagmhála.)
- CV (Ceanglaí Níamhcheangailte/Sleamhnáin)

Is fíoridir iarratais a chur isteach tríd

- Ráomhphost

#### CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

**Cuir Iarratas Chuig:** Acorn Centre Warrenmount  
 Blackpitts  
 Dublin 8  
 D08W2X8  
**Contae:** Baile Átha Cliath  
**Ceantar Poist:** Dublin 14  
**Ceisteanna Chuig:** [info@iscoil.ie](mailto:info@iscoil.ie)  
 014537570  
**Suíomh Grádasáin:** <https://www.iscoil.ie>

Is ag IPPN atá an cúlpeacht i dtaca leis an fhaisnéis san fhógra seo agus dá anann IPPN á cheadaí le haghaidh áise ag cuardaitheoir post amháin. Níl fíoridir an fhaisnéis atá ann a áosdáil, a chéipeáil ná a áiseid chun críocha ar bith eile, lena n-áirítear a macasamhláir ar shuíomhanna grádasáin earcaíochta agus fógraíochta eile, gan cead sainráite i scrábhinn a fháil roimh rár IPPN.