

ADVERT ID 146252

## General

### Early Childhood Ireland

Hainault House Belgard Square South Tallaght Dublin 24 D24RFV0  
<https://www.earlychildhoodireland.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Tue Dec 22 2020 12:24:46  
**Application Closing Date:** Fri Jan 15 2021  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### SCHOOL DETAILS

**School Structure:** Childcare  
**Associated Professional Body:** ECI  
**Total Number of Staff:** 37

#### POST DETAILS

**Title:** Programme Design and Development Coordinator  
**Description:** Early Childhood Ireland, the largest membership organisation in the early years sector in Ireland, wishes to appoint the following:  
 Programme Design and Development Coordinator (full-time, permanent)

##### The Job

Early Childhood Ireland is seeking an experienced instructional designer/educational technologist who will, as part of a Research and Professional Learning (RPL) team that includes subject matter experts, coordinate and deliver online/blended CPD courses and learning opportunities to our members and the early years sector; from an analysis of learning needs and goals, to the design and development required to deliver a system to meet those needs.

##### The Person

The successful candidate will have a proven track record in online/blended course design and development. The candidate must have knowledge and experience of adult learning models and methodologies. Expertise in developing programmes in early education and/or school age childcare (SAC) would be advantageous, or expertise in a cognate area to SAC, e.g., playwork, youthwork, education.

##### Job Purpose

Early Childhood Ireland's vision is that every child is thriving and learning in early childhood settings. Early Childhood Ireland supports our members and the early years workforce to improve the quality of practice and services through classroom-based, online, and blended approaches to continuous professional development and learning. The successful applicant will play a central role in delivering high-quality learning opportunities to Early Childhood Ireland's members and to the early years sector.

Reporting to: Director of Research and Professional Learning

Employer: Early Childhood Ireland

Location: Tallaght, Dublin 24/Owing to Covid 19 restrictions, the post-holder will be working from home when public health guidelines advise same.

Working Hours: Full-time, 35 hours per week, with some travel

Salary and conditions: €35,749 - €45,616, point on scale dependent on experience

(Other benefits include 6% pension contribution by ECI; Bike to Work Scheme, TaxSaver Commuter Ticket Scheme, Employee Assistance Programme, Hospital Saturday Fund, annual leave 23 days)

Contract Duration: This is a permanent contract, subject to funding, with a 6-month probation period.

#### Responsibilities

Online/blended course design, development and delivery

- Design and develop high-quality, stimulating, learner-focused professional development and learning programmes (online, classroom and blended learning) with RPL team, subject experts and ECI partners.
- Assess learner needs to guide programme design and development.
- Generate ideas and solutions for developing assessments and learning materials with colleagues.
- Storyboard and write scripts with input of RPL team, ECI partners and subject experts.
- Coordinate and support video development, live training sessions, webinars, etc.
- Support the development of an online organisational Learning Management System.
- Assist with the development of learner engagement strategies.
- Research new ideas and proven methods in online/blended learning.
- Project manage multiple design and development projects using project management methods and tools.

#### Quality assurance and programme effectiveness

- Assist in the development of a quality assurance framework for Early Childhood Ireland's continuous professional development and learning programme.
- Develop and maintain high-quality programme documentation for programme monitoring and evaluation, and compliance/accreditation purposes, with the support of the Research and Professional Learning administrator.

#### Engagement

- Engage with national and local policy development and implementation on education, training and professional learning and represent ECI on relevant fora.
- Advise about relevant issues and developments which need to be progressed through enhanced advocacy.
- Contribute to Early Childhood Ireland's communications tools and platforms, e.g., social media, website, videos, magazines, reports, journals and books.

#### Research and evaluation

- Keep abreast with new developments in instructional design and professional learning.
- Support the monitoring and evaluation of ECI's training and education activities.
- Document and report on all work activities, including using ECI's CRM system.

#### Other

- With the Director of Research and Professional Learning, implement relevant aspects of ECI's Strategic Plan, monitor its implementation and advise on the further development of ECI's strategy
- Perform any other such duties as shall be assigned from time to time.

#### Person Specification

Each of the following requirements is essential, unless marked with a \* when it is deemed a desirable attribute.

#### Education

- A Level 8 Degree or equivalent academic qualification in a relevant field.
- Post-graduate level qualification in a relevant field.\*

#### Knowledge and Understanding

- Must have a minimum of 3 years' experience in a similar role.
- Must have experience of storyboarding and creating imagery from ideas for online learning environments.
- Must have experience of presentation technology, e.g., developing videos, live training sessions, webinars, etc.
- Must have knowledge and experience in the use of development and visual design tools, e.g., Articulate, Photoshop, Illustrator, Dreamweaver, WordPress, or other tools.

#### Skills and Experience

- Ability to manage multiple tasks in a dynamic, deadline-driven environment, responding flexibly to new opportunities as they arise.
- Must have very good grammar, punctuation, and writing skills.
- Very good project management skills and time management skills.
- Good knowledge of Irish ELC and SAC sector\*.
- Excellent interpersonal communications skills and an ability to work closely with a broad range of stakeholders including, service providers, members, statutory and voluntary agencies.

- Must have good knowledge of current instructional theories applicable to both online and instructor-led learning programmes and have an active interest in remaining up-to-date.
- Knowledgeable and experienced in applying adult models and methodologies.
- Skilled at communicating complex ideas in online learning environments.
- Skilled at and experienced in of collaborating with subject matter experts and other digital/communications colleagues in design and development, while being learner-focused.
- Familiar with using data collection, research, and analysis to monitor and evaluate programme impacts and outcomes and to improve programme and organisational performance.\*
- Knowledge of developing Learning Management Systems.
- A lifelong learner, with a desire to stay up to date on the latest technologies.

#### Personal Attributes and Qualities

- Creative and visual.
- Ability to work collaboratively with staff across the organisation, with our members, and colleagues in other organisations, as well as to work independently.
- Flexible and responsive to change.
- High levels of personal motivation, self-management, and attention to detail.
- Able to think strategically and analytically.
- Constructive.
- Good judgment
- Can work in accordance with the aims, values and vision of ECI.

To apply, please submit an up-to-date CV and letter of application to Rita Dolan, [rdolan@earlychildhoodireland.ie](mailto:rdolan@earlychildhoodireland.ie) before 12.00 noon on 15 January 2021. The CV should be no more than three pages long and the letter of application no more than one page. The cover letter should outline suitability for the post and indicating how the qualification requirements, skills and experience are met.

Shortlisting of candidates may apply and will be based on the Job Description and Person Specification. Candidates may be asked for further information or to undertake other tasks to assist in the assessment process. Interviews will be held at our office in Hainault House, Belgard Square, Tallaght West, Dublin 24.

#### APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [rdolan@earlychildhoodireland.ie](mailto:rdolan@earlychildhoodireland.ie)  
**County:** Dublin  
**Postal District:** Dublin 24  
**Enquiries To:** [rdolan@earlychildhoodireland.ie](mailto:rdolan@earlychildhoodireland.ie)  
 01-4057100  
**Website:** <https://www.earlychildhoodireland.ie>  
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