

ADVERT ID 240789

General

ISCOIL LTD

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



MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Mon Jul 7 2025
Application Closing Date: Wed Jul 30 2025
Commencement Date: Mon Oct 6 2025
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:
General Manager
Description:
General Manager
Role Description

iScoil, a registered charity, is an accredited online education service for young people, aged 13-16 years, who are not in mainstream education. Students are referred to iScoil from Tusla's Educational Welfare Service. iScoil is at the forefront in designing and implementing a range of innovative, learner-centred programmes informed by research and evidence-based practice.

We believe that digital technologies bring real opportunity to redesign approaches to learning. iScoil has a committed and energetic team with a proven track record in delivering flexible, personalised education programmes.

iScoil aims to:

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

Visit [iScoil.ie](https://www.iscoil.ie) for more information

Primary Purpose

The General Manager, who will be a member of the senior leadership group, has overall responsibility for the leadership and development of the finance and human resource functions of the organisation. This includes the production of budgets, management accounts, and financial and HR reports. The role includes supporting the CEO on special projects, and supporting managers on human resource functions, administration, CPD, and resource planning.

iScoil has a committed and energetic team with an established standard of good practice in delivering flexible, personalised, and innovative online learning programmes. The central team, for which this role will be a member, is based in Dublin 8 and works alongside a large remote team of passionate and dedicated educators. This is an exciting opportunity for the right candidate, with a commitment to the mission and values of iScoil, to enhance innovation, compliance, and leadership in a growing organisation.

Responsible to: Chief Executive Officer

Key relationships with: Chief Operating Officer, Director of Education, Administrator, and all

members of the central team.

Responsibilities

- ? Working with the CEO and senior leadership group on strategy, leadership, finance, management, and planning
- ? Providing strategic advice and reports on financial sustainability
- ? Financial oversight of activities and plans, including maintaining accounts, budgets, and reconciliations in line with internal financial controls and industry and legal compliance
- ? Ensuring that appropriate financial management procedures, systems, and controls are implemented, including managing pension and payroll
- ? Project management of the annual financial audit
- ? Supporting funding applications and managing funding contracts, including reporting, milestones, and budgets
- ? Responsibility for adhering to service level agreements and regulatory requirements
- ? Human resource management, culture, and people strategy, including recruitment, onboarding, training, CPD, and record-keeping.
- ? Developing, implementing, and updating policies and procedures
- ? General office management, including management of the Administrator
- ? Participating in team meetings with a focus on collaboration and operational support
- ? Leading special projects
- ? Developing iScoil's public profile, including representation at events and meetings

Experience and Qualifications

The General Manager will have financial and human resources training with at least five years' senior leadership experience within a similar sector. A knowledge of accounting and financial management systems is required. The successful candidate will have experience using a customer relationship management (CRM) system and Google Workspace (or similar). Experience in ensuring data protection compliance and adherence to regulatory and industry standards is required.

Skills and Competencies

- ? Excellent leadership skills with a solution-focused mindset
- ? An ability to plan and think strategically, and work collaboratively in a team
- ? Strong financial and technical skills, with an attention to detail
- ? Excellent interpersonal skills, with the ability to collaborate effectively online and face-to-face
- ? An ability to build and maintain relationships with stakeholders and key partners, representing iScoil in a professional manner
- ? An ability to be self-directed, prioritise, deliver quality, whilst being responsive to the needs of a growing organisation

Terms and Conditions

Contract: This role is available full-time. The appointment is subject to Garda Vetting and reference checks.

Location: This is a hybrid role with an office based in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: Wednesday, 30th of July 2025 at 5 pm, with interviews expected to take place on the 27th of August 2025.

Applications: By CV and cover letter to brian@iScoil.ie with General Manager in the subject line. iScoil is an equal opportunities employer

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Acorn Centre Warrenmount
Blackpitts
Dublin 8
D08W2X8

County: Dublin

Postal District: Dublin 8

Enquiries To: brian@iscoil.ie

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

Further Information: <https://iscoil.ie>

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