



The Insurance Institute

Title of Position:	Education Development Specialist
Department/Team:	Education Team
Location:	Insurance Centre, 5 Harbourmaster Place, IFSC, Dublin 1
Reports To:	Head of Teaching and Learning
Purpose	
The purpose of this full-time post is to bring a high level of educational knowledge to support the design and production of education and training products and services to meet the Institute's needs.	
The Insurance Institute's Vision, Mission and Values	
<p>The Insurance Institute prides itself on being the professional body educating the insurance profession since 1885. We are an ambitious company placing high value on the impact that professional education and training bring to members within the insurance industry.</p> <p><b>Our Mission</b> To educate, inspire, and connect insurance professionals</p> <p><b>Our Vision</b> A proud community of insurance professionals, dedicated to lifelong learning.</p> <p><b>Our Values</b></p> <ul style="list-style-type: none"> <li>• The power of <b>Lifelong Learning</b></li> <li>• Importance of achieving advanced Technical Insurance <b>qualifications</b></li> <li>• Supporting our <b>diverse Community of Learners</b></li> <li>• Our belief in the importance to society of trusted <b>Insurance professionals</b></li> <li>• Insurance is a rewarding and sustainable <b>career choice</b></li> <li>• Embracing <b>innovation and agility</b></li> </ul> <p>The Education Department is responsible for the design, development and delivery of educational programmes and the production of learning and assessment materials for students, graduates, lecturers and examiners.</p>	
The Job	
Reporting directly into the Head of Teaching and Learning, this role offers the opportunity to work within a collaborative and supportive team environment, engaging across a range of student, academic and quality-focused projects.	
Responsibilities of the Post	
<p>As an Education Development Specialist, your role will include (but is not limited to) the following key responsibilities:</p> <ul style="list-style-type: none"> <li>• <b>Creating learner-focused content:</b> from textbooks to innovative microlearning activities and practical study supports that connect with our learners</li> </ul>	



The Insurance Institute

- **Co-ordinating education development projects:** working closely with authors, examiners, lecturers and other industry professionals to keep projects on track and aligned with our quality standards.
- **Supporting learners through assessment:** you'll play a key role in guiding our students through the assessment process, ensuring they receive timely feedback and support as they progress. This includes helping to prepare assessment results and broadsheets for examination and moderation board meetings.
- **Ensuring our programmes meet the right standards:** aligning with industry and academic benchmarks (e.g. ATU & Chartered Insurance Institute (CII) guidelines). This includes ensuring our programmes meet National Qualifications Framework requirements in terms of standards and documentation.
- **Listening to our learners and members:** by gathering insights from our members and wider community, you'll help to shape and improve our educational offerings.
- **Analysing student engagement and feedback:** you'll use this data to help design better supports, course materials, and improve the learner journey.
- **Keeping up with industry and academic developments:** keeping up with changes in academic standards and best practice so you can support the Education Team and keep colleagues and management informed.
- **Contributing to ongoing improvement:** getting involved in research and development projects that help us refine our processes and services to stay ahead of the curve.
- **Keeping projects on budget and on track:** ensuring we deliver exceptional value without losing sight of timelines.
- **Representing the Institute at events and committees:** whether at social, business or industry events, you'll help build connections and highlight the meaningful work we do.

#### KEY REQUIREMENTS:

##### Experience

The successful candidate must be able to demonstrate the following:

- Experience in developing educational material in a similar role or setting. Experience working with subject matter experts to develop or review course content.
- Experience in managing projects, including the ability to prioritise tasks and meet deadlines.
- Proficiency in Microsoft Office Suite and the ability to quickly learn and adapt to other software types such as Camtasia, Articulate or similar technologies.
- A third-level qualification (degree level or higher) **OR** at least five years of relevant experience in an education development role.

Desirable:

- A professional qualification (e.g. APA, CIP or equivalent)
- Technical insurance knowledge is an advantage but not essential. A genuine interest in insurance is highly valued and will be developed through on-the-job training and support.



The Insurance Institute

### **Skills & Attributes**

The successful candidate must be able to demonstrate the following:

- Self-starter with high motivation.
- Excellent attention to detail and organisational skills with sound judgement to facilitate work with a wide range of individuals and groups.
- Strong interpersonal skills with a collaborative approach to working across teams and with external contributors and partners.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and concisely.
- Report writing and analytical skills.

### **Remuneration & Benefits**

As well as a competitive remuneration package the Institute's commitment to bringing out the best in people not only extends to our members but also to our employees. The salary for this position is up to €45,000.

The following benefits apply either immediately or after a successful six-month probation period:

- Hybrid working
- Flexitime working
- Pension Scheme
- Private Health Insurance
- Business Attire Allowance
- Birthday Holiday
- Group Life Assurance/Death in Service
- Permanent Health Insurance
- Performance Management Review to include annual performance bonus and salary review
- Learning and Development including Education Support
- Employee Assistance Programme
- Funded Social Events through Employee Engagement

### **Inclusivity Statement**

The Insurance Institute is committed to creating a diverse environment and is proud to be an equal opportunity employer.

### **Accessibility**

In line with our policies, the Institute is committed to providing reasonable adjustments for candidates in our recruitment process. If you need assistance or any adjustments, please contact Head of People & Culture, Lorraine Thornton, in complete confidence at: [ltornton@iii.ie](mailto:ltornton@iii.ie)

Any information disclosed will be treated as confidential and will not be used for the purpose of screening and selection.



*The* Insurance Institute

**Apply for this job**

Completed applications to include both a CV and cover letter can be submitted to [hr@iii.ie](mailto:hr@iii.ie) by 5pm on **Friday 4<sup>th</sup> July 2025**. Following shortlisting, an initial interview will be scheduled online on **Wednesday 9<sup>th</sup> July 2025**.