

**Business in the Community Ireland (BITCI)** is excited to invite candidates to apply for the position of **Regional Coordinator –Midlands** in BITCI's Education Team.

BITCI -Leaders in Sustainability and Social Inclusion. Our purpose is to inspire, challenge and facilitate businesses to bring about a sustainable, low carbon economy and an inclusive society where everyone thrives. We leverage our extensive network and depth of knowledge to guide businesses to embed all aspects of sustainability into their operations. Our programmes and partnerships are designed to bring about measurable improvements in environmental sustainability and social equity. [www.bitc.ie](http://www.bitc.ie)

The successful candidate will be managing a portfolio of school/business partnerships in Westmeath, Longford, Roscommon town and north Offaly (including Tullamore). The successful candidate must be based in that area, ideally in Westmeath as a central location.

This is a permanent, part-time, remotely (subject to a 6-month probationary period) based role requiring occasional travel to BITCI's Dublin office and regular travel to local schools who are engaged on our education programmes. The role is currently **12 hours per week** (with the potential to grow to 16-18 hours).

**Purpose of the role:** To coordinate existing partnerships between primary and post-primary schools and their partnering companies to deliver one of our suites of education programmes

#### **JOB SUMMARY**

- *Permanent remote role, subject to a 6-month probationary period.*
- *Salary Band 10 which is €34,949 -€41,500 FTE – pro rata as per contract hours noted above.*
- *Requires a minimum of 3 years working in a business or education environment.*
- *The ideal candidate would have knowledge of the Irish business landscape, experience of managing relationships with senior executives and a broad understanding of the education sector in Ireland.*
- *Some flexibility in spreading the hours across the week will be needed.*

**Please note that you must hold current eligibility to work in Ireland to be considered for the role.**

**See full job description below for further detail**

#### **Benefits offered:**

- Annual leave: 23 days annual leave per year pro rata, rising to 26 days after 1 year,
- PRSA: Option to join the Company's PRSA scheme after six months' service with 5% employer contribution,
- Remote/Flexible/hybrid working practices,
- Career growth – We want you to grow with us,
- Access to our Employee Assistance Programme including unlimited free virtual GP visits,
- Cycle to work scheme; including claiming back your millage,
- TaxSaver commuter scheme,
- Supports to set-up home office and provision of all necessary IT infrastructure for remote working,
- Volunteer days – We encourage you to give back to the community,
- Sustainability Travel Leave-BTICI as the first-ever Irish company to implement Climate Perks!
- Did we mention great teammates?

**How to Apply:**

To apply for this role please send your CV and cover letter via email to [careers@bitc.ie](mailto:careers@bitc.ie) by **Sunday 10<sup>th</sup> of August midnight and** mark the Subject Line: Regional Coordinator: Midlands

In-person Interviews will be held at our office in Dublin 7 on, **Tuesday the 19th of August.**

*Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio-economic status.*

**Note: Applicants who anticipate needing special assistance for any part of the application process may contact, in confidence, [infohr@bitc.ie](mailto:infohr@bitc.ie)**

### **Job description**

The role holder will manage school partnerships on our primary and post primary programmes and contribute to the development of the delivery plan for programmes and implement accordingly. The person will provide a professional service by leading and facilitating the existing partnerships and provide a high standard of support to ensure each partnership is of a very high quality. There will be a requirement to liaise with the school principal, school and company coordinators and facilitate the planning of annual programmes. Furthermore, impact measurement will be required to ensure schools and companies complete the evaluations in a timely manner and issue an individual evaluation report to each partnership.

This role involves both managing and coordinating partnerships while delivering education programmes, and also involves some in-school session delivery (with training and materials/resources provided). Please note that this is not a fully desk-based role and involves some travel (for which mileage is paid).

#### **Primary Responsibilities:**

- Manage school partnerships on our primary and post primary programmes.
- Contribute to the development of the delivery plan for programmes and implement them accordingly.
- Provide a professional service by leading and facilitating the existing partnerships and provide a high standard of support to ensure each partnership is of a very high quality.
- Liaise with the school principal, school and company coordinators and facilitate the planning of annual programmes.
- Attend schools to deliver and support on the delivery of sessions in schools. While company volunteers deliver most of the sessions, this role requires session delivery - typically at programme start and end.
- Deliver volunteer training to groups of company volunteers who are participating in our programmes.
- Measuring impact - ensure schools and companies complete the evaluations in a timely manner and issue an individual evaluation report to each partnership.
- To prepare and implement an annual personal development plan.
- Recruit businesses and schools and promote all BITCI initiatives and programmes to ensure continuance of programmes in targeted schools and expansion of our programmes.
- Manage expectations of companies and schools.
- Utilise existing resources as efficiently as possible to meet programme objectives.
- Effectively communicate relevant, accurate and timely information to Manager, Programme Coordinators, Head of Education and the wider team as per the team's annual communications plans.
- Use IT as a cost-effective method of communication, continuously updating and improving your skills. Our programmes are currently operating by virtual delivery and upskilling is required on an ongoing basis.

#### **Secondary Responsibilities:**

- To contribute to establishing best practice in the work of the Education Programmes in BITCI;
- To liaise with BITC staff and to be familiar with BITC programmes and events
- To research and support new programme developments
- To be familiar with current developments in the business and education sectors
- To effectively promote and publicise the work through social media (typically Twitter and Linked In)
- To actively contribute to a healthy, safe, secure and productive working environment
- To actively promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of your work.

## **PERSON SPECIFICATION**

### **Education/ Qualification/ Knowledge**

- Minimum of 3 years working in a business or education environment
- Broad understanding of business operations (Sales and Marketing, Finance, HR, IT)
- Knowledge of Irish business landscape
- Highly proficient in MS Office applications.

### **Experience**

- Experience of managing relationships with senior executives and delivering presentations to a high-level audience
- Experience of managing conflicting expectations/ facilitating relationships of parties in a partnership scenario
- Experience of Project Management.

### **Skills/ Personal Attributes**

- Planning
- Organisational
- Interpersonal
- Communication
- Leadership
- Time Management
- Influencing skills
- Facilitation skills
- Presentation skill

### **Desired Qualifications and Knowledge:**

- CRM Database (MS Dynamics or similar)
- Train the Trainer qualification/ experience of delivering training
- Literacy/numeracy enhancement and or reading support for children
- Experience of programme evaluation and impact assessment
- Social media experience.

*The above is not an exhaustive list of duties. Other ad-hoc duties may be assigned from time to time, in line with the overall organisational objectives of BITCI.*