

Business in the Community Ireland is excited to invite candidates to apply for the position of **Work Placement Programmes Coordinator** to oversee and coordinate the delivery of two work student work placement programmes, as follows:

1. **Time to GROW** provides 100 Transition Year work placements in Dublin and 50 placements in Cork during the academic year, annually.
2. **Summer Work Placement Programme** provides 18 summer work placements for school leavers in Dublin's Northeast Inner City (NEIC) schools with local companies, annually.

The **purpose of this role** is to coordinate and oversee the efficient and effective planning, delivery, oversight and impact reporting on two work placement programmes: Summer Work Placement Programme and Time to GROW.

JOB SUMMARY

- *Specified Purposes Contract, for the delivery of this programme subject to the continuation of funding. Funding is currently in place for 1 year, but renewal is anticipated. This role is subject to a 6-month probationary period.*
- *Role is based in our office in **Phibsborough, Dublin 7 (this is a hybrid role, with in-office attendance expected 2-3 days per week)***
- *This role is part-time, **28 hours** a week (4 working days 9am-5pm or this can be spread across 5 shorter working days)*
- *Salary is **€40,000 - €45,000** per annum (**full time equivalent**), depending on experience.*
- *Leading on the administration, coordination, support and recruitment of both companies and schools for 2 work placement programmes.*
- *This role requires **experience in programme leadership and coordination** and experience in communicating with companies to promote our programme and its objectives. **Tasks include:** recruiting companies and schools, programme briefings, managing the student application process, tracking and updating progress, delivering training and conducting interviews and programme evaluation.*
- *This role ensures the effective delivery of the two work placement programmes, operating in Dublin and Cork. The role requires regular updates to the Head of Education and check-ins with Regional Coordinators on our team around placements. Reporting to funders is also required.*
- *IT skills require a **high level** of proficiency in the range of Microsoft Office programmes e.g., Word, Excel, PowerPoint, Outlook and digital design (including Canva or Adobe photoshop or similar). In addition, experience in MS SharePoint and CRM systems such as MS Dynamics or Salesforce is a distinct advantage.*
- ***Fluency in English**, both written and verbal is required.*

*****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: starts with 23 days annual leave per year, rising to 26 days after 1 year, and up to 30 days on a sliding scale with tenure.
- Various generous/paid family friendly leave policies to promote work/life balance and positive mental health.
- PRSA: Option to join the Company's PRSA scheme with 5% employer contribution.
- Flexible/hybrid working practices.
- Work from Anywhere in the world for 10 days per year (pro-rated).
- Career growth – We want you to grow with us.
- Access to our Employee Assistance Programme including free unlimited virtual GP visits.
- Cycle to work scheme; including claiming back your mileage!
- TaxSaver commuter scheme.
- Supports setting up home office and provision of all necessary IT infrastructure for remote working.
- Volunteer leave days – We encourage you to give back to the community.
- 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 by **Friday 29th August at 5pm** and mark the Subject Line: **“Work Placement Programmes Coordinator, Education Team”**. Interviews will be held at our office in Dublin 7 shortly after the closing date.

*****Please apply early, as we will be scheduling interviews with candidates on a rolling basis.**

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, careers@bitc.ie

Business in the Community Ireland (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

Job Title:	Work Placement Programmes Coordinator, Education Team
Job Purpose:	<ol style="list-style-type: none"> 1. To provide Transition Year work experience placements for 100 students in Dublin and 50 students in Cork during the school year 2025-26 and ongoing 2. To coordinate a Summer Work Placement Programme of 6-8 weeks for 18 school leavers from Dublin's North-East Inner City schools during Summer 2026, primarily in the funds industry and allied sectors.
Reporting to:	Head of Education
Direct Reports:	None
Contract	Specific Purpose Contract, with continuation for the duration of this funding. Minimum of 1-year, part-time 4 days per week (28 hours p/w)
Salary	€40,000 - €45,000 per annum (full time equivalent)

JOB DESCRIPTION: Primary Responsibilities:

1. Time to GROW (Get Ready for Opportunities to Work) Programme

- Obtain 150 work experience placements (ranging from a couple of days to a week) for Transition Year/ Senior Cycle students across Dublin (100 placements) and Cork (50 placements)
- Liaise with Dublin and Cork Regional Coordinators on all communications with businesses and schools
- Promote the programme to businesses
- Promote the programme and opportunity to students in the Dublin and Cork schools
- Brief companies on work experience programme and expectations
- Design and manage application process
- Track student progress and the mix of participating industries
- Provide ongoing updates to line manager
- Set up support system for the schools and companies to ensure programme is as effective as possible for businesses and students alike
- Proactively address any issues or challenges and seek support from the Head of Education/Education team, as appropriate
- To coordinate/oversee BITCI's in-house TY work placement programme
- Oversee programme evaluation and impact measurement including recommendations for the subsequent year's programme

NOTE: While Dublin is the main place of operation for this programme, it may require some travel to Cork during the academic year.

2. Summer Work Placement Programme (SWPP) for North-East Inner-City schools

- Brief the seven school principals and guidance counsellors on the programme (as necessary)
- Provide an overview to all Leaving Certificate students outlining the opportunity to gain significant experience in the funds industry (in each school)
- Oversee the student application process including shortlisting candidates and forwarding same to HR/People leads (or their designated representatives) in the participating businesses
- Prep the students for interviews and liaise with the businesses during the interview phase
- Provide feedback as necessary to all interview candidates
- Prepare the students for the placement including overview and information on workplace etiquette, responsibilities of employees, skills required, positive attitude and displaying a work ethic
- Set out the employers' expectations
- Contact all successful students after the Leaving Cert to ensure they are well supported ahead of commencing summer placement
- Check in with the students during the initial period, addressing any concerns
- Provide ongoing updates to line manager
- Check in with the businesses to obtain feedback and provide any necessary support
- Obtain all evaluations from each student and each business
- Track all students post placement to record their next step (college, work or should any be successful to be retained at the business)
- Draft the evaluation report including impact measurement and recommendations for the following year's programme to ensure ongoing programme development

Secondary Responsibilities

- To 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.
- Other such duties may be required from time to time

PERSON SPECIFICATION

Experience

- Career Guidance/ Job Coaching/ HR experience/ L&D experience
- Project/ Programme Management experience
- Good knowledge of the business landscape in Dublin and Cork
- Experience of managing relationships with senior executives
- Proven track record of delivery of results to meet targets
- Knowledge of the CSR landscape and knowledge of the Irish education system is an advantage

Skills/ Personal Attributes

- Exceptional planning and organisational skills
- High level of English communication skills - written, presentation, influencing, oral and networking.
- Strong time management skills
- A good team player who can demonstrate flexibility and a 'can do' attitude
- A high level of proficiency in the range of MS Office suites particularly Word, Excel and PowerPoint. A working knowledge of MS Outlook, MS Dynamics and MS SharePoint.