



Your title:	Suas Ireland Project Manager
Reports to:	Head of Programmes
Location:	Suas HQ, Dublin 2
Salary Scale	€28,000-€34,000
Duration of Contract:	2 Years, Full-time (6 month Probationary Period)
Commencement	Immediately

SUMMARY OF ROLE

Suas is an international NGO focused on children's literacy. Our mission is to transform the lives of children and young people through education. We currently run programmes in Ireland, India, Zambia and Kenya.

In Ireland Suas works in designated disadvantaged (DEIS) schools, providing support for 8 to 14 year olds who are struggling with reading and maths. We target our interventions in the most disadvantaged (urban band 1 DEIS) schools in Dublin, Cork, Limerick, Galway and Waterford. To-date we have worked with over 6,000 children.

We are now recruiting a Project Manager who will support the delivery and development of Suas' work in disadvantaged schools in Ireland over the coming years. The role-holder will work within a team of project managers and report to the Head of Programmes.

MAIN RESPONSIBILITIES AND DUTIES

1. Manage the delivery of Suas interventions in 20-30 partner DEIS schools

- Cultivate and manage relationships with key programme stakeholders including partner school staff, child participants and volunteer mentors
- Liaise with staff in assigned partner schools to set up Suas interventions (including scheduling of interventions, selection of participants)
- Design and implement campaigns to recruit volunteer mentors to deliver the interventions
- Oversee the Garda vetting and training of volunteer mentors
- Monitor the implementation of the projects and effectively manage risks and issues as they arise
- Gather information to effectively evaluate the interventions including pre- and post-testing of participants in a selection of projects
- Organise graduation ceremonies at the end of every school term to celebrate children's achievements and volunteers' contributions
- Use key project management methods to ensure the Suas interventions are delivered on time, within budget and to the required standards

2. Develop programme approach to recruitment and communications

- Review and develop programme approach to volunteer recruitment and communications
- Coordinate development and implementation of recruitment campaigns and communication plans on a termly basis
- Support team members to implement programme approach to recruitment and communications by providing guidance, feedback and/or assistance
- Work with the CEO and Head of Programmes to pursue opportunities to raise the profile of the programme and to engage key stakeholders

3. Support with other programme activities as required including programme development activities

PERSONAL SPECIFICATION

Essential

- Motivated to improve educational outcomes for children in disadvantaged settings
- Excellent and proven project management skills and high attention to detail in managing a diverse and demanding workload
- Excellent interpersonal skills, with the ability to work as part of a team and to build relationships with key stakeholders
- Excellent written and verbal communication skills
- Experience of developing, implementing and evaluating digital marketing campaigns
- Excellent working knowledge of MS Office Suite
- Full clean driver's licence
- Proactive

Desirable

- Knowledge and understanding of Irish civil society and charities sector
- Formal, internationally recognised qualification in Education
- Familiarity with educational support interventions eg Paired Reading

TO APPLY

Applications including CV and cover letter should be submitted to hr@suas.ie by deadline 28th February 2020. Applications will be reviewed on an ongoing basis. Candidates must be legally entitled to work in Ireland at the time of application.