



JOB DESCRIPTION – Suas General Manager

Job Title: Suas General Manager	Location: Dublin
Reports to: Suas Board of Directors	Theme: Literacy Education

SUAS BACKGROUND

Suas Educational Development is an ambitious, education-focused social change organisation that supports programmes in Ireland, India, Kenya and Zambia. Our vision is a world where all young people are given the opportunity to realise their full potential in life and go on to create positive change in their society. We have two main strands of work: we work with partner schools and organisations to improve literacy outcomes for children in disadvantaged communities, and we also seek to increase third-level students' awareness, understanding and action on a range of development issues including education.

We are at an exciting stage in our development and are looking to hire a General Manager to lead Suas' work to improve literacy outcomes for children in disadvantaged communities. Suas holds a simple but powerful belief, for children in disadvantaged communities, literacy changes everything. It is the means through which every child can realise their potential.

Suas works with designated disadvantaged schools across Ireland to provide intensive support to students who are struggling with reading and maths. Suas volunteers have been proven to significantly boost the reading, maths and confidence levels of the children involved in the programme who are aged 8 to 14. In the 2018-19 school year we supported 1273 children with the help of over 800 trained volunteers. We are currently piloting online literacy support programmes in response to COVID-19. The programme is delivered with support from various foundations and corporates e.g. Rethink Ireland, basis.point, Folens.

Suas has also worked to improve literacy outcomes for children in disadvantaged communities abroad, and has recently completed a pilot programme supporting 15 community schools and over 6,000 children in Zambia. This programme was supported by Irish Aid. Suas is currently reviewing its international programme in the context of COVID-19.

I. JOB SUMMARY

The Suas General Manager (GM) reports directly to the Suas Board of Directors. The incumbent is responsible for leading programme development and delivery, fundraising partnerships and representation. The Suas GM leads and directly manages a team of Project Managers to ensure quality programme implementation. He/she is also responsible for ensuring effective financial management, reporting and donor compliance in close collaboration with the STAND GM as part of a power sharing executive.

Suas Educational Development is a Registered Charity CHY 14931 Company Registration Number 362631

Board: David Moffitt (Chair), Ronan O'Loughlin, Sarah Gibney,
Shane Twomey, Niamh De Loughry, Ciara O'Callaghan.

Registered Office: Floor 1/2 Unit3, Whitefriars, Aungier St., Dublin 2, Ireland.

Tel: 01 662 1400 • Email: info@suas.ie • www.suas.ie

II. SUPERVISORY AND ADVISORY RESPONSIBILITIES

(A) DIRECT REPORTING LINES

The Suas General Manager will directly manage 6 staff including a Volunteering Partnerships Manager, 3 Project Managers, a part-time Finance and Administration Officer and a part-time Communications Manager.

III. RESPONSIBILITIES

Time%

In accordance with Suas approved policies and procedures, the employee:

1.	<p>Programme Strategic Planning and Development</p> <ul style="list-style-type: none"> Oversees all Suas related programming across all strategic outcome areas; ensuring alignment with the Organisation's Strategic Plan and programmatic theories of change. Provides joint leadership with the STAND General Manager, in support of the Board of Directors, on developing and implementing the Strategic Plan. Ensures that the programme team fully understands the Suas Theory of Change (ToC), programme goals and objectives as outlined in the Strategic Plan. Develops annual operational plans to guide the implementation of the Strategic Plan. Leads on all proposals and new programme development. 	25%
2.	<p>Programme Quality, and Reporting</p> <ul style="list-style-type: none"> Oversees the internal monitoring, evaluation and learning system of Suas. Is accountable for adherence to Suas programme standards in programme design and implementation. Ensures compliance with donor requirements and leads on reporting to donors. Together with the programme team, regularly reviews programme implementation against programme plans and identifies strategies to address potential bottlenecks and implementation issues. Ensures the highest technical quality of the Suas programme and identifies opportunities for innovation and integration of best practices. 	25%

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3.	<p>Partnership, Fundraising, Representation and Collaboration</p> <ul style="list-style-type: none"> • Together with the Board of Directors, provides leadership on collaboration and networking with other civil society organizations, government and other relevant institutions to enhance Suas visibility and programme activities. • Is accountable for the effective management and stewardship of existing programme partnerships including donor relationships. • Ensures ownership of the programme by partners and stakeholders. 	15%
4.	<p>Financial Management</p> <ul style="list-style-type: none"> • Is accountable for the financial performance and compliance of the programme budget. • Oversees, together with the Finance team, the budget planning processes to ensure that funds are available and expended according to procedures and plans. • Ensures that programmes operate within approved budgets and coordinates with the relevant stakeholders to seek necessary clarifications and pre-approvals of any major budgetary revisions. • Coordinates with the Finance Team and the STAND General Manager to ensure the preparation and presentation of the management accounts to the Board of Directors at all Board meetings. 	15%
5.	<p>Team Management, Compliance and Capacity Building</p> <ul style="list-style-type: none"> • Acts as a key member of the Senior Management Team of Suas. • Ensures that the programme team have a clear understanding of their roles, responsibilities and accountabilities; supported by clear job descriptions to ensure quality performance. • Conducts programme staffing needs assessment, presents recommendations to the Board of Directors and leads in the recruitment of the programme team. • Facilitates the capacity building of programme team to ensure they have the appropriate skill levels for their positions and are developing to their full capacity; provides the necessary feedback to the programme team and completes their performance appraisals. 	15%

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	<ul style="list-style-type: none"> Provides direct support to the programme team in the form of systems and tools. Develops and strengthens the programme team's understanding of project cycle management. 	
6.	Performs other duties as assigned.	5%

IV. MINIMUM QUALIFICATIONS (Must have)

(A) EDUCATION/TRAINING/CERTIFICATION

- A relevant 3rd level qualification (e.g. Management, Education, Early Childhood Development, Community Development, Social Science)

(B) EXPERIENCE

- At least 3 years' experience of leading a multi-disciplinary team
- Proven experience in project planning, proposal development, report writing, resource mobilization, networking, partnership-building and working with NGOs and with institutional donors.
- An individual is required, who combines strategic vision and a deep understanding of, and connection to, the objectives of the programme with the ability to motivate and effectively lead the team. Previous experience in the voluntary or charitable sector would be an advantage but is not essential.

(C) COMPETENCIES / PERSONAL ATTRIBUTES

- The ability to combine strategic vision with a practical hands-on approach to day-to-day management of all aspects of the operation
- A good understanding of the unique challenges within the community and voluntary sector
- Excellent interpersonal and communication skills to build rapport with staff, partners, donors and other key stakeholders
- Proven ability to work effectively with a wide range of internal and external stakeholders
- Excellent leadership and organizational skills and ability to multi-task on a constant basis
- Ability to work under pressure meeting deadlines in a fast-paced fluid environment
- Creative and flexible with problem-solving skills
- Ability to confidently represent oneself and Suas externally including with government and donors

(D) TECHNICAL SKILLS

- Strong MS Office and programme management tools and procedures
- Budgetary control and financial management, including ability to read and understand financial data
- Project management skills

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- Understanding of educational disadvantage and literacy development

V. DESIRED QUALIFICATIONS (An Asset)

- Experience in quality improvement
- Experience of volunteer-delivered literacy programmes
- Experience of online / blended learning approaches to literacy development

VI. TO APPLY

Applicants can apply by submitting a CV and cover letter to hr@suas.ie. The closing date for applications is **24th July 2020**. Applications will be reviewed on a rolling basis. Candidates must be legally entitled to work in Ireland at the time of application. We regret to inform you that we are not in a position to respond to all candidates and will only respond to shortlisted candidates.

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