

South Dublin County Partnership: Aspire Project Lead **(<https://www.activelink.ie/node/110389>)**



South Dublin
County Partnership
Páirtíocht Chontae
Átha Cliath Theas



The ASPIRE Project Project Lead

12-month fixed term contract

South Dublin County Partnership works with people who are socially excluded or are at risk of becoming so and promotes social cohesion and labour market participation with a focus on the most disadvantaged neighbourhoods. This is achieved through a range of integrated activities in Education, Training, Job Placement, Early Childhood Services, Enterprise Support and Community Development Programmes. South Dublin County Partnership is an equal opportunities employer and welcomes applicants from a diversity of backgrounds.

Due to our continued expansion an exciting opportunity has arisen for a full-time Project lead of South Dublin County Partnership's *ASPIRE Project*. This position is a full-time 12-month fixed term contract (with possibility for extension), requiring energetic and hands on delivery and development of this programme. The project lead will be responsible for support a small staff team (0.5) to deliver career exploration programmes, STEM events and activities and taster programmes in schools and community settings, liaising with our corporate partners, creating valuable volunteering experiences.

Job Title: Aspire Project Lead

Reporting to: Lifelong Learning Senior Manager

This project aims to improve the outcomes for children, young people, and adults in the South County Dublin area through the delivery and expansion of our innovative and established **Inspiring the Future Ireland'** (<https://inspiringthefuture.ie/about-us/>) and **Let's Get Digital** (<https://getdigital.ie/>) programmes. These programmes are aimed at building a foundation for career success through digital literacy programmes for young people and adults, TECH tasters for children and adults, STEM workshops, work placement programmes, career networking through our volunteer programme, themed events, and information on alternative educational opportunities through apprenticeships and traineeships providing opportunities for our community to explore future or new career pathways.

Principle Role and Responsibilities

- Lead the delivery and development of the *ASPIRE project* across South County Dublin and document evidence of outcomes.
- Deliver an effective programme, meeting all funder goals and targets within specific time frames.
- Plan, implement and evaluate the delivery of educational & employment focused workshops, talks and events (online and in-person) through SDCP collaboration with Maynooth University
- **CoMUniversity** (<https://www.maynoothuniversity.ie/research/spotlight-research/how-communiversity-introduces-people-higher-education>) programme and wrap-around digital literacy programmes that meet the goals of the Inspiring the Future Ireland & Let's Get Digital programmes.
- Generate appropriate communications and marketing materials for promotion of the programme to a variety of stakeholders including schools, corporate partners, and the public, using conventional and new media platforms.
- Cultivate and manage relationships with key stakeholders and supporters including schools, individuals, community groups and corporate partners.
- Expand and maintain employer and volunteer databases.
- Manage, support and recruit volunteers and companies to take part in the programme.
- Manage and maintain M&E systems for the delivery of an evidence-based programme.

- Prepare annual plans, progress reports and contribute to funding applications, as required.
- Participate fully and work effectively within the South Dublin County Partnership Lifelong Learning Team.
- Other tasks and duties as and when required by the Lifelong Learning Senior Manager.

Qualifications/Experience:

- A relevant third level qualification QQI level 6 or higher.
- Proven ability in devising, implementing, and evaluating youth focussed community-based education programmes.
- Knowledge and experience of the philanthropy sector and international CSR as it is applied in Ireland, a benefit.
- Experience of volunteer management, a benefit.
- Specific experience of career guidance/careers education, a benefit.

Person Specification

The successful candidate will:

- Have a record of accomplishment in designing, delivering, and evaluating educational programmes and/or corporate events.
- Have experience in generating appropriate content for communications and promotion of programmes.
- Have a track record of meeting targets and KPIs.
- Have experience in managing relationships with key stakeholders and supporters.
- Have proven experience of working effectively in a team environment & on one's own initiative.
- Have experience in working to time demands and deadlines.
- Have excellent IT and communication skills.
- Have experience in preparing progress reports and funding applications.

Other

- Garda Vetting will apply to this role.
- Full clean driver's license and access to a car for the purposes of carrying out the duties contained in the job description.
- The appointee must work well with others and must be able to work as part of a team.
- The appointee must be fully competent and capable of undertaking the duties attached to the position.
- Have experience in using Microsoft Teams, Salesforce, and Mailchimp etc.

Remuneration Package & Benefits:

- Salary circa €34,486 - €42,677 commensurate with experience and qualifications.
- Excellent Pension of 10% employer's contribution after successful probation period.
- Access to HSF private health insurance.
- Access to training and development opportunities to support the successful candidate in their role.
- 35 Hour per week (full time)
- Access to Employee Assistance Programme

APPLICATION PROCESS

Postal Applications:

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send three copies of your up-to-date detailed CV (no more than 2 pages) and cover letter marked **The Aspire**

Project Ref. 154/2024 and should be addressed to:

Administration & Operations Department
South Dublin County Partnership
Unit D1 Nangor Road Business Park
Nangor Road
Dublin 12.

Email Applications:

Email your CV and cover letter to jobs@sdcpartnership.ie (mailto:jobs@sdcpartnership.ie) – subject box to be marked **The ASPIRE Project Ref. 154/2024**

Closing date for receipt of applications: **Friday 13th September 2024 at 5.00pm**

Please provide the names, address, occupation, and contact details of two referees. (Contact will not be made without prior notification to you). Please note that no individual correspondence will be entered.

Late applications cannot be considered. Shortlisting of candidates will apply.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.



Region

South Dublin

Date Entered/Updated

21st Aug, 2024

Expiry Date

13th Sep, 2024

Attachment	Size
154 The ASPIRE Project App Form.docx	712.34 KB

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