

## Software Applications Manager

An opportunity to make a difference in Irish education

July 2024



### **Educate Together: Context**

Educate Together is the representative body for Ireland's equality-based school network of 97 primary and 21 post-primary schools. As a registered charity, Educate Together has a strong reputation as an inclusive educational organisation with the principles of equality, democracy and child-centeredness at its core. We recognise the benefits of diversity and welcome applications from people with minority identities and/or backgrounds.

We are currently seeking a dynamic and committed individual with strong IT, systems analysis and project management skills to lead on a two-year project to overhaul IT systems in the Educate Together national office. The Software Applications Manager will work with the CEO leadership team and wider staff team to plan and implement changes to our IT systems in order to maximise the efficiency and effectiveness of national office functions, ensure digital security and enable and support growth in the school network.

This role requires an enthusiastic self-starter with the drive and skills to complete necessary improvements within the two-year timeframe, and bring staff with them in the process, ensuring changes are fully implemented, and efficient and user-friendly systems are in place.

For the right person, there is the possibility that the role could evolve in time in line with changing needs in the organisation and the national office.

It is envisaged that this work will be done by a full-time staff member who will quickly become familiar with our systems, business needs and practices. However, we are open to proposals to complete this work on a contract or consultancy basis. A four-day week could also be considered.

Educate Together values diversity and welcomes applications from people with minority identities and/or backgrounds.

### **Benefits of Working for Educate Together**

The vacancy presents an exciting opportunity for the right person to make a positive difference in education and equality in Ireland, and to contribute towards the mission of one of Ireland's most dynamic and impactful charities. Working with Educate Together offers:

- Opportunity to work with a dynamic and effective team of committed colleagues.
- Flexible working, with structured opportunities for hybrid working and a time off in lieu (TOIL) system.
- Salary scales include annual increments (subject to satisfactory performance).

- A matched company contribution of up to 5% of annual salary is available (after probation), where employees choose to join a PRSA pension plan.
- Generous leave entitlements, including 3 additional concessionary days in December.
- An Employee Assistance Programme to support staff members' wellbeing.

### **Key Responsibilities:**

- Work with the CEO and leadership team to plan, manage and complete a two-year project to review, overhaul and improve national office IT and software systems;
- Manage a project to examine and improve or replace Educate Together's Salesforce CRM database, and to integrate this with other systems in use as appropriate;
- Manage a project to plan and develop an information hub where members (school boards and staff) can access information, resources and training.
- Recommend, agree and implement changes to other software systems and tools including Office 365, SharePoint, Moodle. payment platforms, financial and data security, ;
- Procure and manage suppliers as required, within an agreed budget;
- Develop robust policies, procedures and guidelines for the use of IT and software in the national office;
- Provide training and support for national office staff, including on implementation of any changes;
- Review and monitor security procedures;
- Other duties and responsibilities as required from time to time.

A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

### **Person Specification**

The Software Applications Manager must have the IT, software, project management, systems analysis and communications skills and experience necessary to lead this area of work in the Educate Together national office. They must be resourceful and creative and have the capacity to make maximum use of limited resources. They will be an enthusiastic and disciplined self-starter; a team player with a results-driven approach.

#### **Essential:**

- Relevant qualifications, training and experience, including qualifications in information technology / computer science and project management;
- Excellent project management skills;
- Experience with making improvements to Salesforce CRM systems;
- Experience of planning and implementing effective change;
- Strong analytical and problem-solving skills,
- Commitment to ensuring that IT and software systems are efficient, secure and user-friendly;
- Capacity to train and support non-tech colleagues to use IT confidently and effectively;
- Demonstrated ability to manage limited budgets and use resources efficiently;

- Effective time management and the capacity to work under pressure to tight deadlines;
- Strong communications skills;
- Flexibility, creativity, determination and a positive attitude.

#### Desirable

- Recent experience with Office 365, Sharepoint and/or Moodle
- Experience of working in a small organisation with limited resources
- Understanding of and a commitment to the values espoused in Educate Together's Charter.

#### Terms

- This is a full-time post with a two-year fixed-term contract (six months probation)\*
- The salary for this position is placed on Educate Together's Specialist Officer Salary Scale, with a starting salary of €45,000 - €50,181, depending on qualifications and experience.
- 26 annual leave days, plus 3 concessionary days in December.
- Flexibility to work some rare evenings or weekends may be required with time off in lieu provided.
- There is the potential for the right person to become permanent in the organisation, subject to adaptation of role, performance, organisational fit and funding.

#### Location

Educate Together's national office is based in Dublin city centre. This role is open to an agreed level of hybrid working in line with the company's hybrid working policy.

#### Applications

Interested candidates should apply by sending a one-page letter outlining their suitability for this role, along with their CV (max 3 pages) to [recruitment@educatetogether.ie](mailto:recruitment@educatetogether.ie) by **2<sup>nd</sup> September 2024**.

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