

GAISCE RECRUITMENT PACK 2021

Job Title	Learning and Evaluation Programme Manager
Reporting To	Head of Operations and Development
Contract	1 Year full-time fixed term contract, with potential to renew.
Place of Work and Working Hours	The place of work is Ratra House in the Phoenix Park, Dublin 8. Presently, due to Covid-19 staff are working remotely. Hours of work are 35 hours per week. This role involves some travel in Ireland. Flexibilities around hours of work and some remote working can be considered and will be subject to the business needs of Gaisce.
Salary	40k-45k - starting level will be based on experience outlined in the role requirements
Probationary Period	6 Months
Benefits	25 days annual leave pro rata Single Public Sector Pension scheme
Application Deadline	The application deadline is strictly <u>12 noon on Wednesday September 1st, 2021</u> . Late application will not be accepted.
Queries and submission of your application	The Completed application form must be submitted by email (digital signature) to recruitment@gaisce.ie (Subject Reference 'Programme Manager Application'). CVs or additional documents will not be considered.

About Gaisce

Gaisce -The President's Award is a self-development programme for young people which enhances confidence and wellbeing through participation in personal, physical and community challenges.

To date, more than a quarter of a million young people across Ireland have achieved their Gaisce Award. More than 20,000 young people register with us to pursue their own Gaisce Award journey annually.

Gaisce is a direct challenge from the President of Ireland to all young people aged 14-25 to dream big and realise their potential.

Gaisce Awards are non-competitive and self-directed: participants are encouraged to choose their own activities and goals with the support of their President's Award Leader (PAL).

There are more than 1,200 active PALs across Ireland, working or volunteering in a variety of Gaisce Award Partners (GAPs i.e., organisations that deliver the Gaisce programme). GAPs include schools and third level institutions, youth services, community organisations, sports clubs, private enterprises, as well as the prison and probation service.

There are three levels of Gaisce Award - Bronze, Silver and Gold.

Operations and Development Team

The post holder will report to the Head of Operations and Development and will work primarily with staff on the Operations and Development team. This team supports the delivery of the Gaisce programme, liaising and engaging with President's Award Leaders (PALs), Gaisce Award Partners (GAPs), Gaisce participants and programme delivery partners. The team supports the delivery of Gaisce in schools, colleges, second chance education, adult education, disability groups, youth services, business, young people in youth justice programmes and many more. The team leads on several access and diversity projects supporting Global Citizenship, the Award in custody, LGBTIQ youth and young migrants. This team also delivers PAL training and other bespoke training, events and information sessions for PALs and participants.

Whilst each member of the team has well-defined core responsibilities, the team is very close knit and we work collaboratively to ensure the overall successful achievement of Gaisce's Strategic Plan and shared goals. In practice, this will mean the post holder connecting and collaborating with other members of the wider Gaisce team in carrying out some of their functions.

Wellbeing is also very important to us in Gaisce, so we plan fun staff away days to see how we're doing, coffee mornings for non-work chats, and other relevant sessions to support each other. Professional Development for staff is also a priority within the means of the organisation.

Everything we do is driven by our core values: Empowerment, Inclusion and Equality, Respect and Excellence. We are committed to ensuring these core values are embedded across all areas of our work, and in our practice and processes.

Overview of the role of the Learning and Evaluation Programme Manager (Job Description)

The Learning and Evaluation Programme Manager is expected to be a collaborative, creative and innovative individual who thrives on the challenge of building a new position and who can demonstrate the value of the function through bringing ideas to life. The core responsibilities of the role are: to develop innovative and engaging programme-related learning, information and content to enhance training, knowledge, capacity building and access opportunities for PALs, participants, volunteers, and staff; and introduce a consistent approach to impact measurement and evaluation of projects and activities that highlights the value of participation in Gaisce. The post holder will also oversee quality monitoring

initiatives and generate opportunities to communicate, align and advocate the value of Gaisce's non-formal learning framework for young people's personal development.

The Candidate

The candidate will be able to demonstrate experience in educational/learning content development and delivery, internal capacity building, quality monitoring, and Learning Management Systems. We are seeking an individual who has a firm knowledge of the formal education and non-formal learning environments, current outputs (on and off-line), policies, and networks. The candidate will also have proven knowledge and skills in managing or delivering quality and evaluation activities and reporting upon learning, outcomes, and impact. We are seeking a candidate with 6+ years' relevant expertise who can demonstrate strong accountability, leadership, and teamwork abilities.

Principal Responsibilities of the Learning and Evaluation Programme Manager

Learning

- Engage with colleagues, President Award Leaders and Gaisce participants to develop learning and capacity building opportunities.
- Create innovative programme related learning content and initiatives.
- Develop a virtual suite of non-formal learning modules to enhance the Gaisce experience for key stakeholders.
- Ensure that all learning resources are developed with a focus on the pedagogical context for changemaking and for addressing inequality.
- Manage programme delivery content materials ensuring they are reviewed and updated including website resources and information materials.
- Lead the development and implementation of other online (CRM) services that support participants e.g., online record sheets & award activities evidence recording.
- Deliver learning related presentations and activities, both internal and external and online/offline where required.
- Support internal staff capacity building opportunities.
- Work closely with Operations and Development staff (including the training delivery team) on delivering content and resources based on the needs and feedback of our diverse range of award stakeholders.
- Work closely with the Communications team by delivering relevant programme content to mutually agreed deadlines.

Evaluation

- Develop and support / lead the delivery of evaluation and impact related work for projects and award activities.

- Design and adapt evaluation materials in an ongoing way to capture and respond to the learning environment and to issues arising in the wider social/environmental context.
- Lead, monitor and ensure impact measurement deliverables are collected and reported upon e.g., focus groups, questionnaires, surveys, case studies, research, other measurables (in-house for smaller projects and commissioning and/or liaising with external parties for larger projects)
- Lead the production of impact reports and analysis for internal and external dissemination.
- Support funding applications by way of impact/outcomes planning and drawing up learning deliverables with relevant staff.
- Support the development and internal use of the Gaisce's Impact Measurement tools.

Quality

- Monitor and manage the Approved Adventure Journey Provider initiative.
- Develop standard programme-related delivery agreements for partners and ensure they are reviewed and updated as required.
- Create a system to monitor programme delivery quality, collaborating with colleagues.
- Coordinate the NQSF (National Quality Standards Framework) reporting requirements.
- Support the development and evaluation of PAL training delivery and content working closely with the training delivery team.
- Lead the development of other innovative quality and best practice actions.

Strategy and Planning

- Work closely with the Head of Operations and Development and other members of the Operations and Development on future planning needs and goals that deliver upon the organisational strategy
- Produce quarterly progress reports for the Head of Operations and Development.
- Coordinate and deliver impact reports for funders and other stakeholders as they arise.
- Monitor and advise on the alignment of Gaisce's programme with relevant national policies and strategies.
- Develop an annual work plan for the role activities.

Qualifications, Skills and Experience

Essential:

- Professional qualification or relevant degree (note: candidates with exceptional relevant work experience may also be considered in lieu of degree qualifications).
- A minimum of 6 years' relevant work experience in similar position.
- Knowledge and understanding of the needs of the education and youth sectors
- Programme content development and creation.
- Experience in utilising a Learning Management System (LMS), especially for non-formal learning.
- Experience in using authoring tools to create interactive and engaging e-learning and off-line modules/training, primarily for adult professional development.
- Knowledge and previous experience developing learning materials and resources.
- Experience editing, writing, and reviewing content for programme materials and resources.
- Experience in applying the logic model and/or theory of change to evaluation work.
- Ability to engage with a multiplicity of colleagues, partners, and projects to support and monitor the delivery of required outputs/outcomes/results on time.
- Strong interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain sustainable effective working relationships both inside and outside the organisation.
- Strong IT skills and knowledge of learning platforms and software e.g., Salesforce (or similar CRM), Microsoft word, Microsoft excel, Microsoft Teams, PowerPoint, Zoom.
- Ability to manage several workflows simultaneously, work autonomously, take initiative, and work proactively.
- Strong presentation skills and attention to detail (copy editing).
- Excellent communication skills.

Desirable:

- Familiarity with the Gaisce programme.
- Experience with a development education learner approach.
- Analytical and numerate.
- Experience of facilitation and training.
- Ability to quickly verse themselves on multiple projects and project themes.
- Train the trainer qualification.
- Fluency in the Irish Language.
- Full Irish driver's license and access to a car.

Personal Attributes (Essential)

- Commitment to empowering young people to fulfil their potential.
- Self-starter and proactive.
- Works well within a team.
- Motivated and creative.
- Positive outlook and solution focused.
- Flexible and able to adapt to new directives.
- Effective time management skills.
- Thrives in a fast-paced environment .

Gaisce's Core Competency Framework

Gaisce has identified six key abilities required across the organisation to ensure the organisation can deliver and excel. These are:

- Communication
- Personal & Professional Development
- Planning, Scheduling and Delivery
- Problem Solving
- Relationship Building
- Teamwork

How to Apply

Due to Covid-19, applications can only be accepted via email. Therefore, please send your completed and signed application form, by email (digital signature) to recruitment@gaisce.ie (Subject Reference 'Programme Manager Application'). CVs or additional documents will not be considered.

The closing date for applications is strictly **12 noon on Wednesday September 1st, 2021**. Late applications will not be accepted.

Interview Process

Interviews will be held between September 13st and 15th via Zoom (video call) – dates may be subject to change at the discretion of Gaisce. Successful interview applicants are responsible for ensuring they are available for any interview dates offered and to have the relevant equipment to participate in an online video call in advance of their interview. We regret that feedback will not be provided to applicants not selected for interview. All applications received within the deadline will be screened against the role requirements and the person specification. As the work involves some engagement with young people, candidates under consideration for the role will be subject to the Garda vetting process. The successful candidate will also be required to provide 2 references. Any offer of

employment is conditional upon satisfactory Garda Vetting and reference checks. Ideally the successful candidate can commence in the role in October 2021.

Gaisce, Gradam an Uachtaráin - the President's Award is committed to best practice and operates on the basis of equal opportunities. Applications are therefore invited from all suitably qualified and eligible candidates. Appointment will be based solely on merit and canvassing will disqualify.

Definitions

GAP	Gaisce Award Partner
PAL	President's Award Leader
Awardee	A Gaisce participant who has received their Award, across any level of Gaisce - The President's Award
Participant	A young person undertaking their award at any level, Bronze, Silver or Gold

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time.