

## **JOB DESCRIPTION**

### **Head of Education, Training and Policy (HETP)**

**Overview:** Under the direction of the Board of DAI and reporting to the CEO, the Head of Education, Training and Policy (HETP) is responsible for managing DAI's education and training programmes, including those services delivered at DAI workshops nationwide, and for ensuring that day-to-day operational management is carried out in a professional, effective and efficient manner.

**Main responsibilities & duties:** Based in DAI's national office, the Head of Education, Training and Policy will manage and develop DAI's nationwide education and training programmes and will be directly involved in delivering training courses (particularly those for teachers and other educators) and other education projects. The HETP will be responsible for overseeing the nationwide workshop network delivery, including ensuring that appropriate measures for evaluation and development are undertaken. The HETP will also engage in policy development, research and advocacy work. The HETP will also be required to deputise for the CEO, on occasion.

**Key responsibilities include:**

- To implement and evaluate the programme areas within DAI's annual work plans which are assigned to the HETP.
- To develop, deliver and evaluate DAI's education and training programmes.
- To undertake policy development and research work, some of which will be as part of Erasmus projects which DAI is working on.
- To manage those employees and volunteers who report to HETP, including job design, recruitment, performance management, professional development and exit.
- To ensure that effective workshop procedures and policies are in place and monitored for effectiveness.
- To develop opportunities where DAI's support services provision and policy/advocacy work can be made mutually reinforcing.
- To assist with DAI's lobbying and advocacy work, making submissions and building relationships with key individuals and agencies with a view to influencing policy in relation to people with dyslexia.

- To stay abreast of new developments relating to dyslexia and related matters and to advise and support the CEO, staff team and Board of Directors with regard to current and emerging issues relating to DAI's mission.
- To represent DAI both nationally and internationally, to act as spokesperson on behalf of DAI, where necessary, and to establish appropriate linkages with relevant stakeholders.
- To identify, generate and pursue opportunities, as agreed with the CEO and Board, to enable DAI to extend its range of activities and to enhance its contribution to the development of public policy.
- To serve as a member of internal sub-committees and working groups, as required.
- To follow directions issued by the management and to report to the management and Board as requested on all matters falling within the role of HETP.
- To actively protect DAI's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with the DAI.
- To participate in such performance management processes, and related development activities, as may be considered by the management as relevant to the role.
- To undertake any other duties as may reasonably be assigned by the CEO, or Chair of the Board of Directors, from time to time.

### **Terms**

- A two-year contract, with potential to extend.
- A six-month probationary period will apply.
- Full-time with flexible working opportunities.
- Based in Dublin city-centre office, with requirements to travel nationwide.
- Some evening and Saturday work, with time off in lieu for any overtime.
- This position is subject to Garda Vetting and reference checks.
- Starting salary of €50k per annum.

### **Person Specification**

Candidates should have:

- A minimum of a level 8 qualification in a relevant discipline, e.g. Education, Training, Educational Psychology.
- Experience of teaching at either primary or second level, including experience of teaching learners with special educational needs.
- Experience of the Irish educational system, and an understanding of the issues faced by learners with dyslexia.
- A strong understanding of dyslexia and how to support learners with dyslexia.
- Experience of delivering training and CPD to teachers and other educators.
- Experience of report writing and developing policy papers.
- Experience of managing individuals.

- Excellent communication skills.
- Excellent organisational and IT skills.
- High levels of professionalism, innovation, energy, integrity and flexibility.
- Full, clean driving licence, and access to a car.
- Experience of the Irish not-for-profit sector is desirable.

### **APPLICATION PROCESS**

Candidates wishing to apply for this post should email their CV, and a short cover letter outlining their suitability for the role, to:

Rosie Bissett, CEO, Dyslexia Association of Ireland at [ceo@dyslexia.ie](mailto:ceo@dyslexia.ie)

### **KEY DATES:**

- The closing date for applications is **12 noon on Monday September 6<sup>th</sup>, 2021.**
- Shortlisted candidates will be invited for interview on either September 10<sup>th</sup> or 13<sup>th</sup>.
- Candidates should ideally be available to start work during October 2021.