

Education Manager

Job Title:	Education Manager
Process Team:	Education, Training & Development
Location:	Design & Crafts Council of Ireland, Castle Yard, Kilkenny.
Reporting To:	Head of Education, Training & Development

DCCol Background:

The Design & Crafts Council of Ireland (DCCol) is the main champion of the design and craft industry in Ireland, fostering its growth and commercial strength, communicating its unique identity and stimulating quality design, innovation and competitiveness. DCCol's activities are funded by the Department of Jobs, Enterprise and Innovation via Enterprise Ireland. DCCol currently has 64 member organisations and over 3,200 registered clients.

Job Purpose:

To manage, develop and implement innovative and progressive education related programmes to cultivate creative partnership links between education and industry sectors, in line with objectives outlined in the Design & Crafts Council of Ireland's (DCCol) new Strategic Plan 2017 – 2020 (currently under development).

Essential Functions/Responsibilities:

- Manage, develop and co-ordinate the research development and implementation of new national educational initiatives in partnership with the education and industry sector with a focus on industry and higher education partnership, to assist the development and implementation of DCCol Centre of Excellence (C of E) strategy.
- Assist the Head of Education, Training & Development to co-ordinate an academic and industry partnership strategy, mapping craft and design education and training and industry providers to support the development and implementation of DCCol Centre of Excellence (C of E) strategy
- Lead the development of dynamic programmes that promote future thinking and innovative approaches to the development of Irish craft and design, including CRAFTed, Future Makers, Design Dojo, and other new CPD Initiatives.
- Build relationships with the national and international craft and design community in order to establish a network of communication and opportunity.
- Lead a team of education, training staff and contractors and work closely with other teams within the Design & Crafts Council of Ireland.

Other Duties and Responsibilities:

- Specifically develop education initiatives that support careers progression in craft and design with direct management of CRAFTed, Design Dojo, Future Makers and other new CPD programmes for professionals in teaching and the craft and design industries.
- Oversee the development of dynamic resource materials across a range of media that promote innovative approaches to engaging with Irish craft and design, at home and abroad.
- Develop an annual Education Craft Design Conference working in close partnership with partners including NMI, the Ark Children's Centre and Ireland's leading arts crafts design colleges and other support agencies.
- Promote a culture of excellence to drive the development of third level strategy with creative education providers e.g. programme reviews, assessment.
- Liaise as appropriate with agencies such as the NCCA and QQI on curriculum development initiatives including school and college related qualifications updates.
- Initiating the implementation and dissemination of craft events and research to inform the DCCol's academic evolution with key education stakeholders
- Build relationships and programmes with organisations in complimentary sectors that will add value and expand the potential applications of craft and design education.
- Work with the communications team to facilitate access to information for craft and design communities and the wider public.
- Co-ordinate the delivery of input on DCCol Centre of Excellence skills programmes module input on contemporary design appreciation.
- Develop a relationship with the Department of Education & Science that promotes DCCol Centre of Excellence strategy implementation, in order to highlight the vital role that craft and design plays as a tool for learning and influence decision making process in relation to curriculum development.
- Develop resources and training initiatives for schools and 3rd level institutes.
- Engage with key third level colleges with the objective of increasing the number of craft and design graduates entering into professional practice.
- Secure funding streams for the development of programmes through grants, sponsorship etc
- Produce monthly board reports, annual and other reports as required.
- Plan and work within the budget allocations for the programme.
- Promote membership of the Design & Crafts Council of Ireland.
- Promote and adopt the use of centralised CRM system in all projects.

Any other reasonable duties and responsibilities as maybe required by DCCol

Person Specification

Qualifications and Experience:

- Appropriate 3rd Level Qualification in Craft/DesignArts/Cultural/Education.
- Minimum of two years experience in a similar role or in Education and/or Arts Administration.
- Experience of working with and co-ordinating projects involving children, young people and a range of other groups.
- Experience of working co-operatively with a formal education system will be an advantage.

Knowledge, Skills and Competencies:

- Excellent project management, event management and organisational skills
- Good communication, writing and presentation skills
- Ability to link with many audiences including children, teenagers, parents, teachers, government agencies/departments and the media
- Excellent people management and interpersonal skills
- A high level of initiative, energy and motivation
- Proven ability in the development of the infrastructure to support the development of large scale national and international projects
- Strong financial management skills, including budget management.
- Computer skills – proficiency in Microsoft Office is essential. A working knowledge of Mac based desktop publishing applications, an advantage.
- Knowledge of the craft & design sector would be advantageous
- Experience of the education sector and delivering programmes with young people is desirable

Essential Other:

- Car and full driving licence.
- Availability for evening and weekend work.
- Genuine interest in the crafts sector and commitment to participative arts activities

Other Information:

- This position is for a contract period of two years.
- The Education Manager role will involve working from the Design & Crafts Council of Ireland's headquarters in Kilkenny and this position will involve regular travel within Ireland and occasional travel internationally.

Applications Process:

Interested candidates are requested to send their Cover Letter and Curriculum Vitae by e-mail to recruitment@dccoi.ie. Please title the email: DCCoI Education Manager

Closing date for receipt of applications is Wednesday 5th April by 5pm.