



ROLE:	Head of Operational Projects (Education & Community Action)
SALARY:	€58-60k
LENGTH OF CONTRACT:	12 months (with extension subject to funding)
REPORTING TO:	Education & Community Action Director
LOCATION:	Hybrid

Closing date for receipt of applications is 29th August 2025 Apply to Careers@antaisce.org
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Role Overview:

An Taisce, The National Trust for Ireland, delivers a wide range of national and international education and community action programmes, projects and campaigns supporting schools, campuses, communities and committed volunteers all over the country. This role will support the work of the Director and current and future education and community action programmes and is an exciting opportunity to help shape the future work of the education and community action programmes in An Taisce.

Key Responsibilities:

- Create and deliver implementation plans for new programmes.
- Assist the Director in creating strategic plans for Education and Community Action programmes ensuring alignment with An Taisce's broader strategic direction and national and international best practise frameworks
- Promote the Education and Community Action work of the organisation to key stakeholders.
- Assist the Director in supporting the programme management team.
- Support cross-programme collaboration.
- Co-ordinate and develop the EU-funded project working group.

ROLE SPECIFIC REQUIREMENTS	
Relevant knowledge/experience/qualifications	Essential
Have a proven record of achievement at senior level that demonstrates the necessary vision and management skills	Essential
Ability to think and act strategically	Essential
Sound judgement and an ability to analyze complex issues	Essential
Ability to plan, organize and use resources effectively	Essential
Ability to liaise and connect within the organization	Essential
SOFT SKILLS	
Excellent computer skills	Essential
Excellent administration skills	Essential
Ability to manage a workload within tight deadlines	Essential
Excellent communications and interpersonal skills	Essential
Ability to work with stakeholders	Essential
Be a self-starter	Essential
Be dependable and flexible	Essential
Tact and diplomacy	Essential
Be committed to working as part of a team	Essential

Please address a letter of application and CV to Careers@antaisce.org by 5pm on 29th August 2025