

Education & Apprenticeship Coordinator

The Society of Chartered Surveyors Ireland (SCSI) is the leading professional body for construction, land and property professionals in Ireland and is committed to enhancing, advancing, and enforcing professional standards in the construction, property, and land sectors.

Chartered Surveyors are highly trained and experienced professionals usually specialising in areas such as Quantity Surveying, Building Surveying, Project Management, Planning and Development, Land Surveying, Residential and Commercial Property Agency, Valuation and Property and Facilities Management.

The Education Department oversees the educational requirements of Chartered Surveyors throughout all stages of their career. The Education Department also provides a growing schedule of bespoke corporate training programmes to meet the changing needs of the surveying profession.

The Society of Chartered Surveyors Ireland is seeking an Education & Apprenticeship Co-Ordinator to join a committed and supportive team that provides an integral role in supporting and influencing education related services to the membership and broader stakeholders. The successful candidate will be supported in their development, including training opportunities to advance their skills.

Job Title: Education & Apprenticeship Coordinator

Reports To: Deputy Director of Education

Term: Full Time Position – subject to successful completion of 6 month probationary period

Hours: Normal hours of work will be Monday – Friday, 9.00am - 5.30 pm.

Location: 38 Merrion Square, Dublin 2
You may be required to work off-site.

Key Responsibilities:

Reporting to the Deputy Director of Education, the Education & Apprenticeship Co-Ordinator will operate within the Education Department of the SCSi in a team environment working to achieve the overall educational objectives of the society and support the educational needs of the membership.

- Coordinate SCSi apprenticeship programmes including quality assurance, relationship management, communication, marketing, reporting and apprentice pastoral support.
- Support the annual recruitment of employers and apprentices including onboarding and retention processes.
- Support the Deputy Director of Education and Director of Education & CPD in ongoing quality assurance, monitoring and evaluation of apprenticeship programmes.
- Contribute to the development of quarterly and annual reports for internal and external stakeholders including the HEA, SOLAS and the NAO.
- Coordinate training for apprentice mentors and ongoing guidance as required.
- Manage employer and apprentice relationships including meeting apprentices during off the job training and ongoing interaction with employers.
- Collaborate with internal SCSi teams on marketing, promotion and communication on apprenticeships to a range of stakeholders.
- Support the marketing and promotion of education and apprenticeship programmes including delivering presentations, attendance at career events nationally and representing, where appropriate, SCSi at NAO, SOLAS and related stakeholder meetings and briefings
- Attend careers fairs, NAO events, deliver presentations and related activities to promote apprenticeships.
- Apply quality assurance standards to ensure all programmes and assessments meet professional body, academic, industry and National Qualifications Framework requirements.
- Stay informed with industry and academic developments and standards to ensure the quality of the education offering remains current and relevant to industry needs.
- Support the development and enhancement of educational supports and services ensuring that all materials are accessible, engaging and comprehensive for all learner needs.
- Adopt a lead role in the end-to-end delivery and operations of all education and training offerings across all delivery modes.
- Ensure quality of work is consistent with the overall quality and standard of the organisation, continuously striving to push the boundaries of excellence.
- Any other duties, as required by the Deputy Director of Education and the Director of Education & CPD.

Experience & Competencies

This is a position of responsibility, with opportunities to develop the role and the successful candidate will have opportunities to collaborate with internal and external stakeholders.

Suitable candidates will be able to demonstrate the following skills:

- Excellent communication skills, written and verbal, IT skills and demonstrated experience with learning management systems and video conferencing software.
- Demonstrate excellent planning, organisation, time management, attention to detail, administration skills and a strong knowledge of MS office software.
- Highly organised, self-motivated and show initiative.
- Strong interpersonal skills, with an ability to interact well with people and demonstrate a strong member focus and a willingness to learn.
- Possess relevant experience in a professional body, higher education, or training administration role.
- Experience with Microsoft Dynamics and Moodle desirable but not essential.
- An understanding of the apprenticeship environment in Ireland is desirable

Salary: Commensurate with experience.