



Educate
Together

NATIONAL OFFICE STAFF DEPLOYMENT

23/01/2016

Chief Executive Officer (CEO)

Responsible for the organisation – reports to the Board of Directors.

Major gift fundraising and philanthropic investment, developing UK and international services, developing new income streams, political advocacy, representing the organisation.

Staff – 1 full-time CEO

Chief Operating Officer (COO)

Managing operations.

Managing national office staff and programmes, financial planning, resource allocation, systems and processes. Staff – 1 COO, 4 days / week.

PROGRAMMES

Governance and Patronage

Fulfilling the organisation's legal and governance obligations as a patron of schools and a membership organisation.

Developing policies and overseeing their implementation, recruiting and appointing members of boards of management, appointing selection panels, developing and monitoring leases, instruments and articles of management, operating the Educate Together redeployment panels, ensuring compliance and quality, intervening when board of management, membership or other compliance issues arise.

Staff – 1 Programme Manager, 1 Assistant, and 1 part time GV Assistant (Volunteer)

New Schools

Opening new schools and providing support to schools in relation to accommodation issues.

Assisting existing schools with their accommodation needs, and advocating on behalf of schools with the DES. Supporting parents seeking Educate Together schools, while raising awareness and advocating for new Educate Together schools where demand exists. Managing the opening of new schools and liaising with the DES on national policy issues relating to the above.

Staff – 1 Programme Manager, 3 Regional Development Officers

Education and Support

Providing leadership and curriculum support to the Educate Together network.

Supporting and training boards of management. Confidential support for school leaders. Advocating for Ethical Education in initial teacher education and working with third-level institutions to develop appropriate provision. Supporting teachers and providing in-service training in Ethical Education, both Developing and supporting the Learn Together curriculum and the second-level Ethical Education curriculum.

Staff – 1 Programme Manager, 1 Governance Specialist, 1 Education Officer (primary), 1 Education Officer (second-level, 4 days / wk)

Finance, HR and Administration

Providing financial, human resources, administration and IT systems, infrastructure and support.

Financial control, accounts, payroll, human resources, IT, telecoms, reception, post, course administration, supporting other programmes.

Staff – 1 Office Manager (3 days/ wk), 1 Assistant, 1 Financial controller (1 day), 1 Bookkeeper (1 day)

Communications, Fundraising and Advocacy

Promoting the organisation and advocating for its aims and its members. Supporting other programmes.

Maintaining website, maintaining traditional and social media presence, lobbying politicians and opinion formers, running fundraising campaigns (including appeals, one day together, homework journals).

Staff – 1 Programme Manager, 1 Officer

Major Investment and New Business

Securing major investment and developing new income streams

Seeking and approaching potential major donors and investors, researching potential prospects, researching and developing new income streams in Ireland and overseas.

Staff – 1 Development and Fundraising Coordinator (working with CEO)