

ASSOCIATE JOB DESCRIPTION

JOB TITLE	:	Professional Associate
RESPONSIBLE TO	:	Chief Executive or delegated Officer
PAY SPINE	:	Fixed Daily Rate (£200 per day)

About the Organisation

Comhairle na Gaelscolaíochta, CnaG, was set up as a voluntary organisation to develop, support and promote Irish-medium Education. CnaG is funded by the Department of Education and has been designated as a Non-Departmental Public Body.

CnaG responds to parental demand for Irish-medium Education and supports the interests of the Irish-medium sector and its development. CnaG offers ethos development and support to the governors and staff of the schools in the Irish-medium sector. CnaG seeks to inform and influence public policy with regard to the further development of the sector.

Main purpose of job

To work in supporting the CEO and senior management team of CnaG in the delivery of the CnaG business plan and, in advising the board of directors of CnaG, its committees and its officers on professional matters relating to the development of Irish-medium education; to advise and support governors, principals and teachers on matters relating to Area Based Planning, ethos development and general areas of promotion and development.

The professional associates will report to the CEO or senior development officer responsible for the areas of work in which they might be engaged.

Key responsibilities

Below find the main areas where we will be seeking support:

The Professional Associates will report in writing or verbally on issues for which they have been assigned specific responsibilities.

- Technical & Specialist e.g. project management in construction, planning, surveying or associated fields
- Support to CnaG in Area Based Planning
- Research and Data Analysis
- Policy and Strategic Planning

- Representation
- Education Support
- Social Media and marketing
- Corporate Services
- Other specialist tasks as identified by the organisation

Personal Development

The Professional Associates will keep themselves informed of developments in education and assess the implications for Irish-medium Education.

General responsibilities

- To undertake such other duties as may, from time to time, be determined.
- To participate in working parties as required.
- To comply with CnaG's Equal Opportunities Policy.
- To take reasonable care of his/herself and others whilst at work in respect of matters relating to Health and Safety; to co-operate with CnaG in carrying out the Statutory Health and Safety duties placed upon it.
- To comply with CnaG's IT security policy and any reasonable procedures arising from it.
- To comply with CnaG's record management policies, specifically data protection, and with any reasonable procedures arising from them.
- To report in writing to commissioning officer unless otherwise agreed.