

ADVERT ID 156477

## General

### Dublin Cemeteries Trust

Glasnevin Cemetery Finglas Road Dublin Dublin 11  
<https://www.DCTrust.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Fri Jul 16 2021  
**Application Closing Date:** Fri Jul 30 2021  
**Commencement Date:** Mon Aug 30 2021  
**Status of Post:** Other  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**

Education Officer - Maternity Cover

**Description:**

The Education Officer has the responsibility to:

- Manage all existing educational programmes, outreach, and services that are offered by Experience Glasnevin.
- Monitor and update all activities accordingly and in conjunction with the Visitor Centre Manager
- Research, develop and implement education programmes and effective learning resources for use with a range of audiences under the guidance of your line manager the Resident Historian. These programmes must be focused on the school curricula and be presented to the highest standards
- Liaise with the Visitor Centre team on the delivery of educational activities and on occasion participate as needed
- Liaise directly with schools and other educational organisations and assess the teaching and learning needs of a range of audiences.
- Liaise with relevant IT partners to ensure the maintenance and development of Experience Glasnevin's online learning options.
- Keep up to date with developments and new policies in the educational and cultural sectors and implement relevant changes to ensure best practice within Experience Glasnevin.
- Ensure that Health & Safety and Child Protection procedures and policies for school visits and educational activities are followed.
- Manage and develop existing and new partnerships with relevant official organisations and stakeholders from a range of sectors including: education, culture, heritage, voluntary bodies and local organisations.
- Provide an informed perspective on education for all developments within Experience Glasnevin, e.g.: overall programming, exhibition spaces, operations, policy development, etc.
- At points throughout the academic year, plan and run relevant onsite educational events (internal).
- Manage the day-to-day administration of the Education Department including payments and budgets.
- Continue and further develop marketing actions for the Education Department. In conjunction with relevant departments, plan and oversee traditional and digital marketing activities in line with the organisation's marketing policies. Attend relevant industry events.
- Complete other activities necessary to the role and in consultation with your Line Manager

**Person Specification**

- A relevant third level qualification in the field of History, Public History, Museum Education, Heritage Studies or Education.
- A recognised Teaching Qualification and teaching experience working with a range of learners. Or at least 3 years' experience of working in museum/heritage education in the delivery of

education programmes.

- A deep interest and knowledge of History, particularly Modern Irish History.
- Keenly developed diplomatic and communication skills.
- Excellent project management and organisational skills.
- Good IT Skills.
- Experience in the delivery and development of learning programmes and resources for a range of different audiences and contexts.
- Ability to work as part of a team and to be self-motivated to work on own initiative.
- Evidence of working with stakeholders and managing internal and external partnerships.
- Ability to meet deadlines and to be adaptable.

#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)
- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

|                         |  |
|-------------------------|--|
| <b>Apply To:</b>        | Glasnevin Cemetery<br>Finglas Road<br>Dublin<br>Dublin<br>11               |
| <b>County:</b>          | Dublin   |
| <b>Postal District:</b> | Dublin 11  |
| <b>Enquiries To:</b>    | <a href="mailto:atrebett@dctrust.ie">atrebett@dctrust.ie</a><br>01 8826500 |
| <b>Website:</b>         | <a href="https://www.DCTrust.ie">https://www.DCTrust.ie</a>                |

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