

ADVERT ID 205358

## General

### UniHaven College

Moyglare Road Maynooth  
<https://www.unihaven.ie>

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Higher & Further Education  
**Date Posted:** Fri Nov 3 2023 13:16:23  
**Application Closing Date:** Fri Nov 24 2023  
**Commencement Date:** Mon Dec 4 2023  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**

Programme (Academic) Manager

**Description:**

UniHaven College is an Irish-founded QQI-approved international education provider that teaches a QQI-approved international foundation year programme in Maynooth, Co. Kildare. UniHaven Limited is a subsidiary of Cambridge Education Group and forms a key division of its ONCAMPUS Ireland brand.

The Programme Manager reports to the Academic Director and manages the Teachers and the Student Support Officer. The Programme Manager is required to:

- Lead and manage the College staff to ensure delivery of high-quality teaching and learning, effective administrative systems and resources are in place, and students receive best in class support across all areas of their engagement at the College.
- Build on the relationship with the partner and affiliate universities to maximise student progression and identify opportunities for further collaboration.
- Embed procedure, policies, and requirements of UniHaven College and ONCAMPUS Ireland and all relevant external bodies including QQI, ILEP/IEM, statutory agencies and to support an excellent student experience.
- Support and deliver the strategy for the development and growth of the College leading to increasing volumes of students progressing through to our partners.
- Effectively support the financial management of the College in line with agreed budgets.

**Person Specification**

**Education and Experience**

- Degree qualified at NFQ level 8 minimum (essential).
- Curriculum design with experience in teaching, assessment, and learning support (essential).
- 1+ years' experience in managing programmes (essential).
- Garda Vetting (essential).
- 3+ years of secondary, further, or higher education teaching experience in a related discipline, at least 1 of which is in a multicultural environment (essential).

It is desirable if you have

- A Teaching qualification.
- A Masters qualification.
- A recognised TEFL certification (CELTA, Trinity TESOL or QQI Certificate in Teaching English as a Second or Other Language (TESOL) - NFQ level 7 (Special Purpose Award)).
- Must be comfortable with change/flexibility, working on own initiative, working in and with a small team.
- 1+ years' experience in centre management.

This is an exciting role if you want a challenge, if want to have a positive impact on international

students' journeys into Irish higher education and want to help shape a growing centre.

#### APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [brian@unihaven.ie](mailto:brian@unihaven.ie)  
**Enquiries To:** [brian@unihaven.ie](mailto:brian@unihaven.ie)  
**Website:** <https://www.unihaven.ie>  
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