

ADVERT ID 228939

## General

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### Airfield Estate

Airfield Estate Overend Way, Kilmacud Road Upper Dundrum D14 EE77  
<https://www.airfield.ie>

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#### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Wed Jan 8 2025 17:40:42  
**Application Closing Date:** Fri Jan 31 2025  
**Commencement Date:** Tue Feb 4 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

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#### POST DETAILS

**Title:**

Education Manager

**Description:**

Airfield is a 38-acre working educational farm and gardens located in Dundrum, Dublin 14 ([www.airfield.ie](http://www.airfield.ie)). As one of Dublin's leading visitor attractions, we welcome local, national and international visitors throughout the year. We provide a wide range of programmes and activities that aim to promote an understanding of agriculture, horticulture and the link between farming and food production.

Over the next five years, Airfield's goal is to become a leading voice in food sustainability beyond the walls of Dundrum. The charity wishes to continue to be an educational and visitor attraction, while in parallel develop its credentials as a force for good in terms of advocating for food sustainability for all, through being a voice and a real influence in society.

The future Airfield Estate will be a leading, self-funded, business orientated, educational and recreational visitor attraction, with a purpose to help people to get to know their food, building on the story and legacy of the Overend sisters.

As an independent educational visitor attraction, Airfield will continue to appeal to its core membership and day visitor audience, whilst broadening its geographic range and attracting a wider "foodie" and food producer audience, including national and international tourists.

The Education Team are responsible for the delivery of a wide and varied number of programmes across the Estate for individuals, schools and third level institutions as well as children's and adult weekend and evening courses. A key part of this role will be to continue to build our reputation as a centre of excellence for interactive, life-long learning in regards to food and sustainability

#### Role Summary

Airfield Estate is currently recruiting an Education Manager who will have overall responsibility for the programming of educational activities on the estate. Reporting to the Head of Education and Research, and with the rest of the Airfield team, including the Research, Events, Communications, Finance, and Commercial teams, the role will involve creating, coordinating, booking and reporting on education workshops, programmes and events in line with the education curriculum.

Furthermore, this role is responsible for the recruitment, co-ordination, rostering and day to day people management of our team of Education Guides throughout the year.

The Education Manager will engage with our visitors and bring Airfield Estate's mission 'to inspire and enable informed food choices' and ambition to be Dublin's sustainable food hub in a world

leading sustainable food city to life, to a wide ranging audience.

#### Main Responsibilities

##### Programming and People:

- Creation of a programme of formal and informal education programmes from early years to adult education, in line with the curricula where relevant.
- Coordinate the bookings of education workshops, camps, programmes and courses as required which will include (but not limited to), taking bookings, rostering guides, issuing invoices, collecting payments, and co-ordinating spaces with events team.
- Creation and curation of resources for educational activities on and off the estate (i.e. Farmer Time, World of Soil, Educational Booklets etc.)
- Working closely with the finance team to report on bookings, payments, budgets and agreed KPIs.
- Act as the first point of contact for management, visitors, parents and teachers with regards to the educational offerings at Airfield Estate.
- Recruitment, rostering and day to day management of Education Guides.
- To co-ordinate the selection, work week and feedback of Transition Year work experience students and third level or adult interns across the Estate.

##### Research:

- The collection and dissemination of feedback from educational participants such as schools and teachers.
- Administration of questionnaires on research topics for Airfield to education participants and their teachers etc.

##### Promotion of Education at Airfield:

- Working with the rest of the Airfield team to advertise and co-ordinate up-coming educational activities and events.
- Attendance at promotional events, conferences and activities to highlight Airfields educational offering.
- Promote a high standard of education, utilising an open and honest approach to information dissemination across the various Departments of Airfield.
- Creating a visible educational presence on the estate for all visitors to learn about Airfield, and what we do.

This role operates on a 5 days over 7 basis with some weekend work required.

#### Person Specification

- Strong administration skills and experience working at pace, with an ability to manage a variety of priorities at one time.
- Management experience, specifically with the recruitment and day to day people management of a team.
- Comprehensive knowledge of the Irish education system.
- Team builder with excellent communications skills, and an ability to work cross functionally.
- Strong IT skills, particularly across MS Office.
- Creative and resourceful with a desire to innovate and identify new educational offerings for Airfield.

#### Salary and benefits

Salary of €43,000.00 per annum

Bonus scheme

Company pension

Employee assistance program

On-site parking

Sick pay scheme

Life assurance

Bike to work scheme

Company events

#### APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

- Email

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**Apply To:** Apply via email to [hr@airfield.ie](mailto:hr@airfield.ie)  
**County:** Dublin  
**Postal District:** Dublin 14  
**Enquiries To:** [hr@Airfield.ie](mailto:hr@Airfield.ie)  
**Website:** <https://www.airfield.ie>

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