

JOB DESCRIPTION

Role: Programme Support Executive, SEPI

Reports to: Programme Manager, SEPI

Location: Hybrid

Salary Scale: Grade 1 – NI: £26,000 / ROI: €30,000 per annum, pro rata

Contract Period: Fixed Term Contract until 30th September 2027

Hours: This post is equivalent to 683 hours over the contract period to 30 September 2027.

There is no fixed weekly working pattern for this role. The successful candidate will agree their working hours with the Programme Manager, taking account of both programme requirements and their personal circumstances.

Working arrangements may vary throughout the year and could include term-time working, compressed hours, reduced hours during some periods and increased hours during others.

This could work particularly well for parents and carers, people with other jobs or commitments, or people who need a particular working pattern or adjustments because of a disability or other circumstances.

We will work with the successful candidate to agree a pattern that works for both them and the programme.

Job Purpose Summary

The Programme Support Executive will provide administrative and communications support to ensure the smooth and effective delivery of the SEPI programme. Working closely with the Programme Manager and wider SEPI team, the role will support school recruitment and engagement, maintain accurate programme records, coordinate communications with schools, teachers and participants, and provide administrative support for SEPI events and activities.

SEPI Background

The Shared Education for Positive Innovation (SEPI) programme, funded under PEACEPLUS measure 3.1, brings together school leaders, teachers, and students from Northern Ireland, the border counties, and across the island of Ireland. SEPI fosters relationship building and shared learning through collaborative, cross-border projects. Co-operation Ireland leads the delivery of SEPI in partnership with Catalyst, supported by the Education Authority NI, Leargas, and Kinia. Over four years, the programme will engage 500 schools through:

- **The Core Programme:** building shared education networks among 100 schools, and 4000 students.
- **The Transformational School Leadership Programme:** engaging 400 schools in shared learning and best practice exchange.

Main Duties and Responsibilities

Administrative and Programme Support

- Provide day-to-day administrative support to the SEPI team, including scheduling meetings, preparing materials and maintaining programme records.
 - Support school recruitment and onboarding, including maintaining contact lists, following up with schools and ensuring required information is received.
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- Maintain accurate records of participating schools, teachers, students and programme activity using relevant systems and databases.
- Assist with programme documentation, forms and other materials, ensuring information is organised and maintained in line with Co-operation Ireland procedures.

School Recruitment and Communications

- Act as a friendly and professional point of contact for schools, teachers and participants, responding to routine queries and directing more complex queries to the appropriate team member.
- Prepare and distribute school communications, including programme updates, invitations, reminders and event information.
- Support the development and distribution of programme communications and resources using appropriate digital platforms and tools.
- Build and maintain positive relationships with schools and programme participants through timely and professional communication.

Event and Programme Support

- Support the administration and communication of SEPI events, including invitations, registration, participant information, attendance records and event materials.
- Assist with event preparation, including organising materials, registration and welcoming participants.
- Work collaboratively with the Programme Executive responsible for Events and Logistics and other members of the SEPI team to support the smooth delivery of programme activities.
- Provide wider administrative and practical support to the programme team as required, responding flexibly to programme priorities and deadlines.

General

- Contribute to a positive and collaborative team culture.
- Participate in training and professional development opportunities.
- Promote Co-operation Ireland positively and uphold its values.
- Work flexibly and collaboratively as part of the SEPI team, responding to changing programme priorities and deadlines.
- Any other reasonable duties as required by the Programme Manager.

This is the description of the job as it is presently constituted. It is the practice of the organisation to periodically examine staff job descriptions and to update them to ensure that they continue to relate to the job. It is the aim of the organisation to reach agreement to reasonable changes following discussion with the post holder.

PERSON SPECIFICATION

Educational and Professional Qualifications	<i>Essential</i>	• GCSE Maths and English at Grade C or above (or equivalent).
	<i>Desirable</i>	• Relevant qualification in administration, business, communications, education or a related area
Previous Experience/ Training	<i>Essential</i>	• Experience of providing administrative or organisational support. • Strong organisational skills with good attention to detail. • Good written and verbal communication skills.

		• Experience of working with Microsoft Office applications, including Word, Excel and Outlook. • Ability to manage tasks, meet deadlines and work effectively as part of a team. • Experience of communicating with a range of people in a professional setting.
	<i>Desirable</i>	• Experience of working with schools, young people, teachers or community organisations. • Experience of supporting events or programme activities. • Experience of school recruitment, participant engagement or customer service. • Familiarity with digital platforms such as SharePoint, Microsoft Forms or similar systems. • Understanding of or interest in shared education, youth engagement, good relations or cross-border peace-building.
Other	<i>Desirable</i>	• Possession of a valid driver's license and access to a car for business purposes.