

Reports to: Education Co-Ordinator

Location: Airfield Estate, Dundrum, Dublin 14

Term of Contract: Fixed Term, Maternity Cover (July – Dec 2019), 20 hrs/week @12.50/hr.

JOB SUMMARY

To have responsibility for booking, co-ordinating and reporting education workshops, programmes, events and administration whilst ensuring a positive visitor experience for the public, students and teachers.

BACKGROUND

Airfield is a 38 acre working educational farm and gardens located in Dundrum, Dublin 14. 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. We run a number of experiential education programmes for schools and visitors concentrating on farming, gardening and the natural world.

Our aim is to inspire and enable people to make better food choices (for their health, the planet and their pocket) and we are looking for a passionate, energetic person who will help deliver and support our extensive programme of camps, courses, workshops and events.

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.

MAIN RESPONSIBILITIES

- Coordinate the bookings of education workshops, camps, programmes and courses as required which will include (but not limited to), booking schools, rostering guides, issuing invoices, collecting payments, co-ordinating spaces with events team as well as emailing information and quotes to schools and other educational bodies.
- Ensuring there are adequate resources available to the education guides for camps and educational visits. Stock taking and tracking the responsible use of resources throughout the diverse range of courses and programmes offered at Airfield.
- Work with the management team to ensure a high and consistent quality of workshops, camps and events are being offered. This to include the collection and dissemination of feedback from schools and teachers as well as collection of parent and guardian information for camps and workshops.
- Report KPI's for supply to accounts each week.

- Working with marketing and front of house to advertise and co-ordinate up-coming camps and adult education.
- To be a point of contact for education guides, management, parents and teachers with regards to the educational offerings at Airfield Estate.
- To co-ordinate the selection, work week and feedback of Transition Year work experience students and third level or adult interns across the Estate.
- To help when possible with research and to create and write information blackboards across the Estate in conjunction with the farm, Overends Kitchen and gardens.
- To collect, interpret and disseminate data collected from school questionnaires.
- Promote a high standard of education, utilising an open and honest approach to information dissemination across the various Departments of Airfield.
- Weekend work and evening work may be required from time to time by your Manager including, but not limited to estate festivals, events, Christmas events and attendance or as a representative of Airfield Estate at seminars or conferences.
- Perform any additional duties that may be assigned by your Manager or as needed in other departments of Airfield as this role evolves.

PERSON SPECIFICATION Likely Qualifications, Knowledge & Experience

- Strong administration skills and detail orientated
- Preferably experienced in an educational environment
- Preferably experience in and have a love for nature and the outdoors
- Team builder with excellent communications skills
- Excellent time management with the ability to handle multiple projects simultaneously and meet deadlines
- Motivated and a self-starter
- Creative and resourceful

**Please send a CV and cover letter of application outlining why you are interested in the role to
Dr. Kirstie McAdoe, Head of Education and Research,
Airfield Estate, Overend Way, Dundrum, Dublin 14,
or
education@airfield.ie
by
5pm Friday 14th June 2019.**