



Director of Operations

The primary purpose of this role is to drive the efficient and effective delivery of Camara Ireland's operations and business activities. Reporting to the CEO the Director of Operations will be responsible for the development and execution of systems and process that strengthen our ability to grow and scale. This is a key role for Camara Ireland that will work across all functions contributing to our strategic growth and vision.

Background: Camara Education Ireland is a vibrant, award-winning social enterprise with a vision that all young people have the skills to realise their potential and confidently create their future. Our goal is to support educators to use technology to inspire young people in all learning spaces and we have worked with over 900 schools and youth projects. To date our customised solutions have helped over 4,000 educators to develop the knowledge, skills and confidence they need to enhance their practice with technology and digital media. We are now looking for an experienced Director of Operations - a new senior role in our team responsible for ensuring programme targets and deliverables are met and appropriate operational and governance procedures are followed.

Job Title: Director of Operations

Location: The Guinness Enterprise Centre, Dublin 8

Contract Type: Full-Time Permanent

Key Responsibilities:

- Develop operational policies, procedures and processes and ensure they are followed
- With CEO and Financial Controller oversee financial process and management reports
- Coordinate operational planning and delivery by supporting the team to deliver projects:
 - On time
 - Within budget
 - With impact and success
- Work with the project management and team to develop roadmaps for growth including capacity planning and growth projections
- Develop and oversee business models for our social enterprise activities
- Provide support to the team on governance, financial and non-financial reporting and administration

- Contribute to key programme and organisational strategic decisions
- Develop and manage CRM systems for sales, reporting and project deliverables
- Manage strategic communications to partners.
- Develop relationships with key stakeholders
- Represent CEI externally and deliver communications on success and impact

Requirements:

Knowledge and Experience:

- +3 years in an operations management role leading project delivery
- High level financial, project management and IT skills
- Experience working in a fast paced multi-disciplinary team environment
- Third Level or post-graduate qualification in business/project management or related area
- Experience of working with multiple stakeholders and communicating in a range of settings
- Experience in the education or not-for-profit sector preferred

Skills and Competencies:

- Excellent interpersonal skills with the ability to communicate effectively
- Demonstrated organisational skills with acute attention to detail
- Flexible and adaptable with the ability to hit the ground running and take ownership of role
- Demonstrated ability to drive delivery to meet deadlines

Camara Ireland is a growing organisation with a team of creative educators all working towards our collective vision of better outcomes for young people. We are looking for a resourceful person to coordinate our creativity with process to ensure maximum impact. You might have some experience in the charity sector or are looking for a new role with purpose during an exciting time of innovation and expansion.

How to apply:

If you are interested in applying please send your CV and cover letter detailing why you believe you are the right person for this role.

Applications to: mariannecheckley@camara.ie

Deadline: 5pm on Wednesday 30th October 2019.

Camara Ireland is an equal opportunities employer.