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| Job title:              | Schools of Sanctuary Coordinator (Part-time) <ul style="list-style-type: none"> <li>Dublin, Meath &amp; Kildare</li> </ul> | Hours:                | 21 hours or 3 days per week                               |
| Location:               | Work from home   | Travel:               | Extensive travel will be required for visits and training |
| Salary:                 | €25,000 per year   | Reporting to:         | Schools of Sanctuary Director                             |
| Annual Leave:           | 15 days per year   | Contract duration:    | 11 months (renewable subject to funding)                  |
| Date posted:            | Thursday 7th August 2025   | Application Deadline: | Tuesday 19th August 2025 5pm                              |
| Online Application Form | <a href="https://forms.gle/233iGN7rjPkXoazU6">https://forms.gle/233iGN7rjPkXoazU6</a>                                      |                       |   |

#### Introduction and overview

Schools of Sanctuary (SoS) is a stream of Places of Sanctuary Ireland. We are dedicated to creating inclusive and welcoming educational environments for students from diverse backgrounds, especially families seeking International Protection. Our mission is to support primary and post primary schools across Ireland to develop and strengthen a culture of inclusion, integration, and diversity among students and their families, especially refugees, migrants, ethnic minorities, and other marginalised communities. We have strong connections with over 270 schools of which over 50 have been nationally awarded Champion Schools of Sanctuary.

We are seeking one dedicated and experienced individual to join our team as Schools Coordinator. The Schools Coordinator will play a crucial role in growing participation of new schools in our network and supporting those new and existing schools by directly working with teachers to facilitate, include, and integrate students from diverse backgrounds. This role will suit those with a love of working in a team, an ability to be flexible and creative, and most of all a passion about making Irish education as inclusive and welcoming as possible. They will have great interpersonal skills which they can transfer to working online and connecting with schools, local community groups and organisations, and refugees all over the country.

The ideal candidate will have excellent interpersonal and communications skills along with knowledge and experience of the Irish education sector and of the challenges faced by marginalised student populations, especially refugees. They will also be a self-starter who is comfortable working remotely and on the phone for some of the time, as well as conducting a lot of site visits, while remaining a dedicated and integral part of a team.

## Principal Duties and Responsibilities

- School Outreach: Build and maintain strong relationships with primary and post-primary schools to promote a culture of welcome, inclusion and integration of students and families from refugee, migrant, and other marginalised communities. This will involve regular visits to schools and a lot of phone/on-line communication.
- Support and Development: Provide hands-on information and support to school staff and students through school visits, workshops, webinars and events that enhance the effectiveness and meaning of the Schools of Sanctuary message and ethos in schools.
- Community Engagement: Foster ways to work with local and regional partners to build awareness of SoS and also bring added strength to schools' participation in the programme, e.g. local migrant support services, Local Development groups, Direct Provision Centres, County Councils, Local Authority Integration Officers, Universities and Libraries of Sanctuary,
- Develop contacts with local and regional education and children's bodies, increasing awareness of Schools of Sanctuary, and creating working relationships with them.
- Research and Reporting: Stay informed about current trends, best practices, and challenges within the Irish education sector and the migrant and refugee sector.
- Collaborate in regular reporting procedures with the Schools of Sanctuary Ireland team, including funder reports and reports about school monitoring visits.
- Resource development: content development of resources for both online and classroom use
- Sanctuary Ambassadors: Collaborate with and support Sanctuary Ambassadors, including people from refugee and migrant backgrounds who volunteer to share their stories in Schools of Sanctuary.

## Role Specification: Qualifications, Experience and Skills Required

- A third level qualification (minimum QQI Level 8) in education, social sciences, community development or a related field.
- Strong knowledge and understanding of the Irish Primary and Post-Primary education sector, including policies and challenges related to diversity and inclusion.
- Understanding and empathy with the core values and aims of the Sanctuary movement
- Previous experience in working with schools, teachers, or educational institutions.
- Cultural sensitivity and an understanding of the unique needs of marginalised populations, especially people seeking sanctuary (refugees and international protection applicants)
- Excellent interpersonal and communication skills with individuals or groups, including spoken and written communication and listening skills.
- Proven leadership qualities and ability to build networks and link people and groups
- Proven ability to plan, devise, organise, and deliver training for teachers and school students in primary and post primary schools
- Passion for promoting diversity, inclusion, and social justice.
- Understanding of the issues at stake regarding anti-immigrant, anti-refugee and racist

expression and the difference between engaging in conflict and exploring helpful dialogue with people on the 'middle ground'

- Flexibility and the ability to work independently and as part of a team.
- Excellent organisational and administration skills, IT skills, including Google Suite. Experience in creating online content for social media and websites
- Full clean Irish driver's licence holder with access to a car for travel to schools, meetings and events.

#### Desirable Criteria

- Experience of working or volunteering in the area of refugee/migrant supports and integration initiatives and/or in intercultural contexts
- Skills in event planning and management
- Experience of a CRM (Salesforce) and Wordpress

#### Location

Applicant will be expected to reside in one of the following regions, as per posts advertised, to manage school visits in a sustainable manner:

- Dublin, Meath & Kildare

#### Equality, Diversity, and Inclusion

Places of Sanctuary Ireland is the governing body of Schools of Sanctuary Ireland and is the direct employer in this regard. PoSI is an equal opportunity employer and does not discriminate on the grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion and membership of the Traveller Community.

Candidates with lived experience of the International Protection Application process and/or Programme Refugees are particularly welcome and encouraged to apply.

#### Staff Benefits and Salary

- 11 month fixed-term contract based on project funding grant
- 21 hours or three days per week with flexibility for daily work hours (between 8am and 6pm). Occasional evening or weekend work may be required

- Salary is circa €25,000
- 15 days annual leave (3 days Christmas holidays are given additionally)
- 100% Working from Home (WFH) role, with a WFH home expenses and phone/wifi allowance
- Travel and subsistence expenses

#### Application Process

- Interested candidates should complete an online application form, available via the link above, detailing their relevant qualifications and experience for the position
- Applicants must be a citizen of an EEA member state or hold at least a Stamp 4 work permit to apply
- Any queries can be forwarded to [hr@posi.ie](mailto:hr@posi.ie)
- Final date for applications: Tuesday 19th August 2025 5pm