



Job Title: Vacancy: Programme Coordinator (Full-time, Permanent) - Limerick

About Junior Achievement Ireland

Junior Achievement Ireland (JAI) is part of a worldwide organisation, which highlight the importance of remaining in education to young people. Our purpose is to inspire young people to realise their potential by valuing their education and developing the skills and attitudes needed to shape their own future.

The Role

We are recruiting a full-time Programme Coordinator for a permanent position based in Limerick with the option to work from home a number of days a week, to be agreed with the successful candidate. This position will focus on managing key relationships with our partners in business and education.

Key Responsibilities

The Programme Coordinator position involves:

- Recruiting business volunteers from JAI supporting companies
- Building relationships with JAI companies and schools
- Developing a full understanding of JAI suite of programmes
- Supporting all JAI volunteers through the phases of induction, training and delivery in both virtual and in-person learning environments
- Managing all the logistics involved in ensuring participating schools and volunteers enjoy a positive and productive experience throughout the delivery of JAI programmes
- Liaising with school authorities to ensure teachers are fully briefed and students can optimize their time on the JAI programmes
- Event management
- General administration

The Person

The majority of the role is based in Limerick, so the ideal candidate will be located within approximately 40km from Limerick city. They will be a highly motivated and dynamic individual who is energetic and enthusiastic, with the capacity to engage and motivate others. Successful candidates will have excellent communication and interpersonal skills and be innovative and self-motivated with a flexible approach to work. The candidate will be a strong team player with fluent English communication skills (both written and oral), have project management skills, excellent relationship management and presentation skills.

It is essential that the candidate has a thorough working knowledge of Microsoft Office.

It is desirable that the candidate has an interest in non-formal educational activities for young people and has the potential to motivate and encourage volunteers from corporate environments to provide quality learning experiences for primary and second level students.

The candidate is required to have:

- A third level qualification or equivalent, relevant to the performance of the role.
- A proven track record of successful relationship management.
- The ability to conduct volunteer training (online and in person), manage projects, and deliver to strict deadlines.
- Operational management skills to co-ordinate the work of business volunteers from our supporting organisations as well as meeting the expectations of principals and teachers in our partner schools.
- Proven ability as a multitasker and 'self-starter' - this is an extremely fast-paced role and requires the individual to manage several projects involving multiple stakeholders simultaneously.
- Full driving licence and access to a car.

Benefits

Upon completion of a probationary period, this role will include the following benefits:

- Flexible hours
- Defined contribution pension scheme
- Accrued additional annual leave
- Paid sick leave

- Educational assistance
- Menopause Support Policy
- Life Assurance & Income Protection Scheme
- Generous pension contribution
- Bike to Work scheme

How to Apply

Applicants should email an up-to-date **CV** with **cover letter** to Teresa Leahy at [tleahy@jai.ie](mailto:t Leahy@jai.ie) by **Friday, 3 July, 2026**. The cover letter should address the essential requirements and convey the applicant's understanding of this role based on the job specifications listed above. Only CVs including a cover letter and sent to this email address will be considered.

Junior Achievement Ireland is an Equal Opportunities Employer.

We do not require the support of recruitment agencies at this time.