



Job specification: Programme Manager

About Genio: Genio is a nonprofit organisation that works in partnership with government agencies, EU institutions and international foundations to reform health, social and accommodation services and to help social innovations scale. Currently Genio is working across the fields of disability, mental health, homelessness, migrant health, Traveller health and addiction. <https://vimeo.com/geniotrust/genio-introduction>.

Purpose of the role: Reporting to the Director of Irish Programmes, the Programme Manager will ensure that high quality support is provided across the programme areas in Ireland and in Europe. In this role you will be responsible for developing programmes with funding partners, liaising with regional partners, tracking project deliverables, developing training, scaling new models of service provision and reviewing project budgets.

Principal responsibilities:

- Drafting programme strategies
- Reviewing and monitoring programmes,
- Developing training initiatives and establishing Communities of Practice
- Ensuring end beneficiaries are benefiting from funded programmes
- Liaising with public and private funding partners to develop and scale national programmes
- Attending Irish and European programme meetings
- Facilitating cross-programme knowledge sharing
- Working collaboratively with Action Researchers and evaluators to review programmes and outcomes
- Reviewing financial progress reports
- Documenting and reporting on programme outcomes
- Undertaking other relevant tasks as requested to achieve strategic goals



Person Specification:

- Knowledge of current Government policies and programmes in the fields of disability, mental health, homelessness, migrant health, Traveller health and addiction
- Strong strategy, people management, change management and leadership skills
- Ability to work both in the detail and at a high level
- Track record of effective programme/project management
- Experience of collaborative working with mixed stakeholder groups in the public and nonprofit sectors
- Experience of managing finance and reviewing budgets.
- Excellent written and interpersonal communication skills
- An engaged person with a commitment to supporting and building strong working relationships within the team
- Commitment to Genio's vision and mission
- Public sector financial and operational practices and experience in dealing with EU funding
- Ideally applicants should possess a relevant third level qualification in a relevant discipline.

Term: This role will be undertaken on a permanent, full-time basis.

Remuneration: €55,000 to €72,000 depending on experience

Location: Remote working is possible but there will be a requirement to attend the Genio Offices in Westland Square, on Pearse St in Dublin for some meetings.

Reporting relationship: Director of Irish Programmes

Other requirements: Permission to work in Ireland.

Other benefits: Hybrid working model, generous annual leave, 7% Pension contribution by employer on completion of probationary period. Employee Assistance Programme in place. Death in Service & Permanent Health Insurance Benefit.

Application process

Closing Date: 16th February 2024

To Apply: Candidates should apply on-line at <https://www.genio.ie/about-us/careers>

For any informal inquiries please email the Director of Irish Programme Tara Doheny at tara.doheny@genio.ie

Flexibility is required for this position. Responsibilities may be reviewed and amended in line with our developing strategies.

Genio is an equal opportunities employer and welcomes applications from all sections of the community.

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