# Job Description & Person specification, Network Coordinator

Title**:** Network Coordinator, Sacred Heart Schools Network - Ireland, Scotland and Malta

Reporting to: The Chair of the Network Board. Duration: 3 year contract. 2 days per week.

## Job Purpose:

Grounded in the Vision *“A Network of Sacred Heart schools empowering hearts and minds by living the ethos of the Society of the Sacred Heart”*; Support the Network Board in the delivery of the Network’s Mission; **“***Promote and evaluate the ethos and values of Sacred Heart Education in the community of schools within the Network”.*

Work with; the Network Board, School’s Trusts, Boards of Management/Governors, Goals Coordinators and staff to deliver on the Network’s strategic objectives:

## Strategic Objectives of the Network

1. Facilitate engagement and faith development within School’s leadership (to include Trustees, Boards of Management/Governors, Heads and Deputies and Goals Coordinators)
2. Enable the sharing of best practice, resources and each school’s expression of the Sacred Heart education ethos within the Network
3. Evaluate and reflect on standards and alignment with St Madeleine Sophie Barat’s educational vision
4. Facilitate the schools’ participation in resourcing the Network.
5. Listen, learn from and share ‘spirit’ with the international networks of Sacred Heart schools.
6. Ensure compliance and good governance in line with best practice and legislative requirements.

## Duties of the Network Coordinator:

### Engagement with Leaders

Facilitate and lead engagement with Schools’ adult leadership; Trustees, Boards of Management/Governors and Heads and Deputies, to prioritise faith development through a living ethos.

Provide induction courses for, newly appointed members of staff, Board and Trustees.

Develop inter-school contact and cooperation by putting in place processes and structures that affirm the unique contribution of each school.

Assist with, and if necessary provide in-service on all aspects of Sacred Heart Education to whole staff groups, Boards, and Trustees on an ongoing basis.

### Strengthen the Network

Notwithstanding the benefits of the use of interactive technology - it is important to sustain good social interaction and learning by facilitating through the Network Members attendance at two annual Goal Coordinator meetings and one Principal, Deputy Principal and Adult ‘torch bearers’ conferences.

Act as a resource to each Network School in running such conferences, with the aim of sharing experience and know-how; while at the same time enabling each school to living their own unique process to flourish.

Look at the potential for the schools of sharing resources, experiences, exchange of staff and pupils and the securing where possible of EU/international funding for this.

### Build Resources

Liaise with stakeholders to share the development of specific materials and tools to assist busy Schools Coordinators, Chaplains and “Torch Bearing Adults” to aid ethos delivery.

Strengthen the Network in the use of interactive technology and by so doing enabling Members to work with each other, sharing experiences and materials.

Advance the use of the website and social media to give access to materials and best practices from other networks.

### Evaluation

Devise, in consultation with schools, short, medium and long-term targets against which the implementation of the core values of Sacred Heart Education can be reviewed

Facilitate ongoing review of the expression of these core values, recognising a need to find new ways of applying them in new circumstances

Devise, in consultation with schools, processes of accountability consonant with the core values of Sacred Heart Education.

### International

Establish and nurture relationships with other Sacred Heart Schools’ Networks.

Through research and networking; keep the Members informed on developments across the Sacred Heart Networks and bring resource material and best practice to the Network.

Develop opportunities for exchange of students, staff and resources.

### Administration

Be accountable through the Chair to the Board of the Sacred Heart Schools Network Trust, on which the schools are represented, on all matters in connection with the office.

Report to the Board of the Sacred Heart Schools Network Trust on the management of the annual budget including management accounts and audits.

Collect and account for, on the behalf of the Board, all licence fee payments.

Assist the Board in meeting all its governance requirements under legislation.

Run an efficient Network Office and carry out any duties deemed by the Board

Identify competency gaps in the delivery of the Network’s strategic objectives, and work with Schools staff to share competencies and resources when required.

**See Person Specification below**

# Person Specification - Network Coordinator

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| **Essential** | **Desirable** |
| Has a track record that demonstrates an understanding and a capacity for being passionate about Faith based Values, Ethos. | Understanding of Faith based Value and Ethos of the Society of the Sacred Heart |
| Has experience in facilitating, promoting and managing Ethos, Values and Culture with multiple stakeholders. | Work with Ethos, Values and Culture in an educational environment |
| Collaborative (win-win) style of getting things done, with an appropriate tenacity to bring matters to a satisfactory conclusion. |  |
| Can demonstrate a capacity for verbal and written communication, appropriate for a wide audience from young children to Trustees. |  |
| Capacity to coordinate the publishing of materials relevant to Goal Coordinators and their audiences. | Experience of curriculum development. |
| Good Microsoft skills with enthusiasm for the application of Information Technology. | Experience of using social media for sharing materials and communications. |
| Excellent administrator with a track record of on time delivery; while retaining flexibility in responding to Network Members’ needs. | Has worked with Boards and applied the standards of good governance. |