

Higher Education Colleges Association (HECA)

Executive Director

HECA

HECA is a nationally and internationally recognised professional association of independent colleges offering accredited, quality assured Higher Education programmes in Ireland, underpinned by international best practice in pedagogy. With a student body of over 20,000 undergraduate and postgraduate students, HECA members pride themselves on making a significant contribution to Higher Education in Ireland.

Over the past 20 years, HECA has become the recognised voice of independent higher level education in Ireland. It has made numerous submissions to QQI, HETAC, NQAI and HEA among others and has had a significant input into the development of independent third level education in Ireland.

HECA is now looking to recruit an Executive Director to act as administrative support to the Board as well as supporting HECA in its lobbying and advocacy activities. This is an initial 12 month fixed term, part-time contract requiring approximately three days' work per week on a flexible/floating working hours arrangement.

Enquiries and Applications should be submitted by email to info@heca.ie

Closing date for submission of applications is Friday 16th March 2018

HECA is an equal opportunities employer

Reporting To: Chair, Board of HECA

Job Purpose:

Promotion of HECA and independent Higher Education sector to

- Public
- Government Agencies
- Semi state bodies, QQI, HEA, etc.

Support the Board in lobbying and advocacy activities with various bodies and/or politicians on behalf of HECA issues.

Support the development of relationships with similar bodies nationally and internationally

Ensure HECA members are aware of key issues relating to/impacting on the HECA membership.

Act as focus point for interested parties to communicate with HECA members.

Working with the Board on the strategic development of HECA

Key Responsibilities

- Co-ordinate HECA responses to QQI Green Papers, proposed legislation, public statements etc.
- Collation of data from members for use in discussions with Government Departments, Quality bodies, public discussions, etc.



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- Collect annual fees from members and ensure that all appropriate renewal documentation also submitted
- Protection for Enrolled Learners (PEL) – ensure all documentation is kept up to date (Grid, Auditors Certificates, Annual payments).
- Liaise with QQI in connection with PEL
- Coordination of submissions to various bodies as requested by Board (e.g. Oireachtas committees)
- Liaison with professional advisers as required (e.g., solicitors, tax advisers, etc.)
- Maintenance of Website
 - Liaise with members to ensure content is relevant and up to date
 - Liaise with web developers and designers, as required
- Preparation of annual budget and quarterly and annual accounts for presentation to the Board
- Secretarial:
 - In conjunction with Chair, prepare agenda for monthly Board Meetings
 - Attendance and minute taking at Board Meetings
 - Timely production and distribution of minutes
 - Follow up with members to ensure that action points completed
- Ensure Officers are appointed at correct times

Person Specification

Educated to Degree level: Essential
 Masters or PhD or Professional: Preferred

Experience/Knowledge

Experience of management in a Higher Education environment: Very Desirable
 Experience of working for a Board: Desirable
 Lobbying to government/politicians: Desirable
 Good working knowledge of Word and Excel: Desirable
 Excellent communication skills: Essential

Personal Attributes

Excellent Organisational and time management skills
 Ability to work independently/self-starter
 Willingness to take on multiple tasks
 Self-motivated and enthusiastic
 Attention to detail
 Excellent presentational skills