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*Active Learning for Adolescents*

### **ALFA Administrator Job Description May 2017**

ALFA, Active Learning for Adolescents and Raheen Wood Steiner Secondary School is an alternative form of secondary education in Clare, based on the Steiner/Waldorf Education model. Having recently constructed our second classroom ALFA is looking for an administrator to take us into our next phase of development.

Founded in 2001 by parents, students and teachers, ALFA aims to support the emergence of each unique individual through their early adolescence – a time when questions of identity are central. We recognise that each individual has intellectual, artistic, practical and social abilities, which can be integrated in a balanced way through learning. The curriculum is a creative collaboration between Steiner/Waldorf education and the skills and expertise of local people teaching from their working experience and expertise of a subject.

**Job Role: Responsibility for the efficient running of the ALFA office for the effective and sustainable provision of an evolving, high quality experiential second level education.**

#### **Essential:**

Enthusiasm, vision and commitment

A passion for youth development and education.

An understanding of active learning and the Waldorf/Steiner approach to education

Strong office and IT skills including budgeting and spreadsheets

Excellent communication and interpersonal skills.

Good time management skills with ability to prioritise, think strategically, problem solve and manage multiple tasks

Ability to work well on own and to be part of a team

Ability to lead a process and manage relationships with others, with sub groups, committees, etc.

Experience in relevant field

#### **Desirable**

3<sup>rd</sup> Level Qualification in relevant area; Development, Fund raising, Administration, Community Development or Education

Understanding of Employment Legislation, Data Protection and good governance

5 years relevant work experience

Experience in development and implementation of strategic planning techniques

Experience with grant applications

Knowledge & understanding of Government bodies such as the Dept. of Ed and Sci, VEC

Local and funding organisations; government and grant making bodies.

Experience in working with educational institutes and / or Department of Education

**Supervision** - Responsible to Management Committee

**Salary-** Base salary of €15,000 , an average of 20 hours per week over 52 weeks, working more in term-time, with flexible holiday schedule. Administrator's hours will be increased as enrollment grows or if relevant funding is received in future.