

**CEIST (Catholic Education, an Irish Schools' Trust)** is the body responsible for the patronage and trusteeship of 106 voluntary secondary schools of the five founding Religious' Congregations; the Daughters of Charity, the Presentation Sisters, the Sisters of the Christian Retreat, the Missionaries of the Sacred Heart and the Sisters of Mercy. It acts as the agent for the Mercy and Presentation Congregations in thirty-five Community Schools and Designated Community Colleges. CEIST has recently assumed the trusteeship of thirteen Presentation primary schools in the southwest.

In the spirit of their Founders, the five Congregations established CEIST providing a new moral and legal trustee framework that enables their schools to continue to offer Catholic education as a viable option and as an integral part of the Irish school system. The mission of CEIST is to provide a holistic education in the Catholic tradition. Our core values promote the dignity of the human person, inspire a Christian vision of the world, encourage the search for truth, wisdom and beauty, and lead to the formation of mature personalities.

### THE ROLES

**PROJECT MANAGER:** Main responsibility will be to carry out the work outlined below. The Project Manager will work with the CEIST Building Officer to form a team supporting and advising 106 post-primary and 13 primary CEIST schools in respect of ongoing building and maintenance projects.

- Supporting CEIST to fulfil the role of the Project Executive in respect of 12 school building projects as agreed with the Department and complying with the requirements of the Service Level Agreement entered into between the Department of Education and Youth and CEIST in that respect.
- Providing enhanced support to specific Boards of Management, of which CEIST is the patron body, with large Additional Accommodation projects in excess of €1m and Major Capital projects which have been devolved for delivery.
- Assisting with applications by schools of which CEIST is the patron body, for major capital works and Additional Accommodation projects.
- In consultation with the Department of Education and Youth, developing best practice policies and guidelines.
- Liaising with Department of Education and Youth School Building Unit.
- Liaising as appropriate with EDUCENA, other Patron Bodies, Patrons of other schools, the Association of Patrons and Trustees of Catholic Schools (APTCS) and the JMB Building Advisory Service.
- Dealing with queries from CEIST school management via email, phone and in person.
- Visiting CEIST schools as required.

The following key competencies have been identified as essential to ensure strong and effective performance in this role:

**1. Capital Project Planning & Delivery**

*Demonstrates the capacity to effectively plan, coordinate and deliver school building and capital development projects across the full project lifecycle, from initial brief and design stage through procurement, construction and project close-out. Ensures projects are progressed in line with agreed timelines, budgets, statutory requirements and organisational priorities while maintaining a strong focus on quality, safety and educational needs. Demonstrates strong capability in delivering capital and minor works projects within a regulated public-sector environment.*

**2. Knowledge of Construction, Building Regulations & Compliance**

*Applies strong technical knowledge and understanding of construction practices, building regulations, planning processes, health and safety requirements, inclusive / SEN-focused design and public sector compliance obligations to support the delivery of safe, sustainable and high-quality school facilities. Ensures that all projects and building works are carried out in accordance with relevant legislation, standards and best practice. Possesses sound knowledge of procurement, contract administration, health and safety, building regulations, sustainability. Possesses an understanding of voluntary secondary school governance and management and the role of boards of management in capital development projects.*

**3. Stakeholder & Communication Management**

*Builds and maintains positive and productive working relationships with school authorities, design teams, contractors, statutory bodies, Department officials and other key stakeholders. Communicates clearly, professionally and effectively, ensuring that stakeholders are appropriately informed, consulted and supported throughout the delivery of projects and building-related matters.*

**4. Financial, Procurement & Contract Management**

*Demonstrates strong financial awareness and an understanding of public sector procurement and contract management processes. Monitors project expenditure, procurement compliance and contractor performance to ensure effective governance, accountability and value for money in the delivery of school capital and maintenance projects.*

**5. Problem Solving, Judgement & Organisational Skills**

*Demonstrates sound judgement, initiative and strong organisational capability in managing multiple priorities within a complex and fast-paced environment. Identifies issues proactively, evaluates options effectively and implements practical solutions to support the timely and efficient delivery of projects and operational objectives.*

**REPORTING TO**

The CEIST CEO.

**SALARY**

The salary is in line with the current Assistant Principal Officer Scale and will be commensurate with experience.

**NATURE OF POST**

Full-Time – The initial fixed-term contract is for two years and includes a six-month probation period. Performance will be

reviewed continuously, and renewal will be subject to satisfactory performance.

**START DATE**

As Soon As Possible

**LOCATION OF WORK**

CEIST Project Manager will be based at the CEIST Education Office, Kill, County Kildare. A hybrid working model may be considered. The role will involve travel and a full, clean driving licence is required.

**HOURS OF WORK**

The usual working week is Monday to Friday 9-5. However, the nature of the role will require flexibility to enable attendance at meetings and other activities outside these times.

**APPLICATION DETAILS**

Please forward completed Application Form no later than **5:00 p.m.** on the 28 September 2026 to [buildingofficersrecruitment@ceist.ie](mailto:buildingofficersrecruitment@ceist.ie)

**CEIST is an equal opportunity employer**