



# Programme Coordinator

BridgeAI Ireland · Dublin (Hybrid) · Part-time, growing to full-time

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| Role         | Programme Coordinator  |
| Reports to   | Founder, BridgeAI Ireland  |
| Type         | Part-time (~0.5 FTE) at start, full-time from Y2 (May 2027)                |
| Compensation | Competitive — discussed on application                                     |
| Location     | Hybrid — Dublin 12 + remote  |
| Start date   | August 2026 (pre-cohort launch)  |
| Apply via    | <a href="mailto:careers@bridgeaiireland.ie">careers@bridgeaiireland.ie</a> |
| Phase        | Phase 1 → Phase 2  |

## 1. About BridgeAI Ireland

BridgeAI Ireland is a Dublin-based AI training institute on a mission to bridge young Irish talent into well-paid software and AI careers. We deliver hands-on, employer-aligned programmes — from Generative AI for Business to AI for Software Engineers — combining industry-grade curriculum with a placement engine that connects students directly to Irish tech employers.

We launch our first cohort in September 2026. We are small, fast, founder-led, and looking for the next set of people who want to build the institute alongside us.

## 2. The role

You are the operational heart of the institute. From the first cohort onwards, you will run the programmes — student journey, scheduling, communications, learning platform, attendance, and feedback loops.

You will work alongside our trainers and external delivery / content partners to make sure every cohort runs smoothly, every student gets what they were promised, and the team has the data needed to keep improving.

## 3. What you will do

- Own the cohort calendar: enrolment, kick-off, weekly schedule, assessments, certification, graduation.
- Be the day-to-day point of contact for students; triage queries, manage the LMS, run check-ins.
- Coordinate trainers, guest speakers, and partner sessions; keep delivery on schedule and on quality.
- Run the feedback loop: weekly student NPS, structured retrospectives, action register.
- Track attendance, completion, and outcome metrics; surface risks early.
- Support enrolment and onboarding alongside the BDA — admissions paperwork, payment status, welcome packs.

## 4. Minimum qualifications

- 2+ years in programme coordination, education operations, or training delivery.
- Highly organised; comfortable juggling 30–60 students and multiple stakeholders concurrently.
- Strong written communication — you will draft a lot of student-facing comms.
- Comfort with LMS / collaboration tools (Google Workspace, Slack/Teams, Zoom, an LMS such as Moodle or Thinkific).
- Right to work in Ireland.

## 5. Nice to have

- Background in higher education, Skillnet-funded programmes, bootcamps, or apprenticeships.
- Familiarity with student lifecycle CRMs.
- Interest in AI / tech upskilling.

## 6. What we offer

- Sustainable PT engagement in Y1 with a defined transition to FT from Y2 onwards.
- Direct ownership of the student experience for our first cohorts.
- Hybrid working with structured in-person time in Dublin.
- Support to attend relevant industry events and CPD activity.

## 7. How to apply

Send your CV and a short note (no formal cover letter required) telling us why this role and why BridgeAI Ireland to [careers@bridgeaiireland.ie](mailto:careers@bridgeaiireland.ie).

Use the role title as the email subject. Applications reviewed on a rolling basis.

BridgeAI Ireland is committed to building a team that reflects the diversity of the Irish youth we serve — applications from underrepresented backgrounds in tech are strongly encouraged.