



ROBOTICSAI CLUB LIMITED



#JOB-2421369



35 Littlepace Way, Clonee, Dublin 15, D15

RX8D



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



27/11/2025



25/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hello@roboticsaiclub.ie



Open your camera app & point here to view this ad online



Mentor Operations Lead

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

About RoboticsAI Club

RoboticsAI Club delivers after-school Robotics, Coding and AI programs to primary schools across Ireland. We combine hands-on exploration with creativity and emotional intelligence, helping children build a healthy and confident relationship with technology. We're a small, thoughtful team focused on making tech education meaningful and human.

The Role

We're looking for a highly organised and proactive Mentor Operations Lead to manage daily operations across Dublin. You'll coordinate schedules, support mentors, oversee logistics and ensure our programs run safely, smoothly and to a consistent standard. This role is ideal for someone who enjoys structure, problem-solving and leading people in a fast-paced environment.

What You'll Do

Operational Leadership

- Oversee and manage day-to-day operational activities across partner schools and community program locations.
- Develop schedules, allocate resources and ensure effective execution of operational plans in line with company standards.
- Lead and coordinate a team responsible for logistics, scheduling and on-site support.
- Monitor team performance, provide guidance and ensure adherence to company policies, health & safety protocols and quality frameworks.

Logistics & Equipment

- Plan and manage the distribution of materials, teaching kits and equipment to mentors.
- Ensure timely logistics and proper use of operational resources.

Compliance & Safeguarding

- Supervise compliance with safeguarding requirements, health and safety regulations and internal procedures.
- Ensure all staff maintain valid Garda Vetting and mandatory clearances prior to field engagement.

Who You Are

- Organised, reliable and detail-focused.
- Strong communicator who enjoys supporting and coordinating people.
- Calm, adaptable and solutions-oriented.
- Comfortable learning new tools and working with technology.
- Able to work independently in a hybrid structure.

Your Skills & Experience

- Experience in operations, coordination, logistics or team support.
- Experience supporting or leading mentors, instructors, volunteers or field teams.
- Strong planning and scheduling skills.
- Comfortable with Google Workspace and communication tools (e.g., Slack).
- Understanding of safeguarding (training provided).
- Based in Dublin or nearby; full driving licence preferred.

Why Join Us?

- Mission-driven work with meaningful impact on children's learning.
- Supportive, flexible and collaborative environment.
- Growth opportunities as the Dublin region expands.

If you're organised, people-driven and excited to support the smooth running of impactful after-school programs — we'd love to hear from you.

Apply today and help shape the future of meaningful tech education.

- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Managerial