



Portobello Institute



#JOB-2440296



THE PORTOBELLO INSTITUTE, 43 Dominick

St Lwr, Dublin 1, D01 XD86



No of positions : 1



Paid Position



39 hours per week



50000.00-60000.00 Euro Annually



26/03/2026



23/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : olivia.hamill@portobelloinstitute.com



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



Programme Development Lead, MSc Occupational Therapy

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

As a Programme Development Lead with Portobello Institute, the purpose of this role is to coordinate the development and delivery of a new MSc programme in Occupational Therapy.

You will work as part of the Sport and Health Sciences Department, contributing to Portobello's mission to make education accessible, relevant, and student-centred. This role requires thought-leadership and innovation to implement a new post-graduate programme in Occupational Therapy. The role requires extensive networking and collaboration with stakeholders in Occupational Therapy nationally and internationally and a commitment to acting with integrity and professionalism at all times.

Key Responsibilities

The key responsibilities of this role include:

Identify and collaborate with key stakeholders to support students, faculty, and project team in making decisions for successful programme development and delivery.

Collaborate with and support the faculty and students of the MSc Occupational Therapy program to ensure a successful, positive learning environment; resolving problems or issues preventing the success of the programme.

Lead the planning and development of potential placement sites.

Develop innovative ideas and participate in the awareness building of the MSc Occupational Therapy programme.

Work to establish career pathway opportunities which support clinical skill development for new graduates.

Lead the programme validation process from planning to approval, ensuring all documentation, evidence, and timelines meet internal and external validation requirements.

Coordinate the preparation of validation documentation, including programme handbook, module descriptors, learning outcomes, assessment strategies, policies, and supporting evidence.

Lead the design and implementation of Occupational Therapy clinical skills teaching spaces (e.g., ADL kitchen/bathroom simulations, assessment and treatment rooms, assistive technology areas).

Develop SOPs and governance processes for skills labs/clinics, including health & safety, infection prevention and control, risk assessments, incident reporting, and supervision ratios.

Coordinate equipment specification, ensuring resources support teaching, simulation, and assessment needs.

Lead recruitment for academic and clinical teaching roles, including role profiling, advertising support, shortlisting criteria, and interview scheduling.

Participate in interview panels, ensuring fair, consistent and competency-based selection aligned to programme needs.

Lead end-to-end programme development planning, including timelines, milestones, risk registers, and governance reporting.

Represent the programme externally at sector events, professional networks, and stakeholder forums to strengthen reputation and pipeline opportunities.

Additional responsibilities may include:

Collaborating with internal teams and stakeholders as required

Maintaining accurate records, data, and documentation in line with internal and external standards.

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

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Computer Literacy, Creativity, Interpersonal Skills, Personal/Social Care
- **Competency Skills:** Collaboration, Decision Making, Leadership, Priority Planning