Community Education Facilitator
Programme Development Officer
Job Reference: 2022DEC231

Job Title: Community Education Facilitator
(Initial duties: Programme Development Officer)

Reporting to: CE, Director of FET, or designate

Grade: Community Education Facilitator (CEF)

Salary Range: €43,232 - €67,850 (New Entrants Scale wef 01/10/2022)
(Salary will be paid in accordance with such rates as may be authorised by the Minister for Further and Higher Education, Research, Innovation and Science. Please note that new appointees who are entering this grade for the first time will start at the minimum point of the scale).

Nature of Position: Fixed Term Contract (up to December 2024)

Place of Work: Further Education and Training, Kilkenny
This is subject to change in line with the requirements of the service.

Hours of work: Monday to Friday - 35 hours per week

Annual Leave: The CEF will (in addition to the usual Public and Bank Holidays) be entitled to 35 working days Annual Leave.

Role and Responsibilities

The CEF post with assignment to FET Programme Development Officer will be responsible, under the direction and guidance of the Adult Education Officer with responsibility for Quality and the Director of FET, and in co-operation with other FET managers and staff, for the provision of Programme Validation, Monitoring and Evaluation in respect of all FET programmes and services.

Main Duties:

The CEF role will include (but not be limited to) the following:

- Identify, in consultation with relevant FET management and staff, new and emerging opportunities for FET programme development, to maintain and expand the existing portfolio of provision across KCETB's FET service.
- Work collaboratively with and take an active role in national initiatives, in association with relevant national stakeholders, to respond to areas of emerging need, particularly in relation to economic, regional, or sectoral change.
- Coordinating and implementing KCETB Programme and Awards approval and review policy and associated Governance structures to include supporting the KCETB Programme and Awards Committee (PAC).
- Maintenance and review of current programme design, validation, monitoring, and assessment structures.
- In line with the KCETB programme review schedule, undertake periodic reviews of new and current programmes and courses, using data from outcomes, surveys, and feedback, to inform future provision and course schedules,
- Leading and supporting the developments of modified or integrated curricula.
- Developing systems to monitor and improve the quality of the learning experience.
- Producing quantitative and qualitative analysis reports for consideration by the FET Management & Quality Assurance Oversight Committee or other governance sub-groups.
- Working with other key stakeholders to develop a FET Service strategic approach to the development of online and blended learning delivery.
- Liaise with relevant colleagues to ensure provision of timely and accurate information for prospectus and website.
- Undertake any other duties / projects as are relevant to the nature of the post and as requested by the Director of FET.

Please note: The job specification above is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time, and to contribute to the development of the post while in office. The successful post holder may be transferred to another area within the organisation to allow for the allocation of additional duties, as and when required, which may include the re- assignment to other duties where necessary.

Essential Requirements:
- Excellent ICT and administration skills
- Teamworking and team leadership skills
- Excellent oral and written communication skills

- Good presentation skills
- Proven record of achievement and strong work ethic
- Capacity to work on own initiative
- Must have a full driving license and access to a car and be willing to work flexibly outside of normal working hours as required.

Competences:

The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

1. **Specialist Knowledge and Expertise** (in the field of school, adult, community and or further education, or related areas). Demonstrate an understanding of programme development, monitoring and evaluation as relevant to the FET sector with strong ICT skills.

2. **Interpersonal and Communication Skills:** Demonstrates the ability to communicate in a fluent, logical, clear, and convincing manner and effectively influences others. Have strong interpersonal and collaborative skills with a capacity for strategic planning, innovation, facilitation/implementation of change/presentation and report writing skills.

3. **Relationship Building/Team working**: Demonstrates the ability to develop and maintain good working relationships with others both internally and externally, sharing information and knowledge as appropriate. Have capacity to develop and implement plans, policies and procedures delivering on agreed objectives and targets.

4. **Organisation and Planning:** Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all the resources available and delivering on objectives despite multiple or conflicting demands. Have capacity to work effectively with a range of stakeholders and represent the ETB. Have demonstrated capacity to work as a team leader.

5. **Resource and Budget Management**: Demonstrates the ability to allocate and manage resources effectively, including budgets, whilst ensuring policies, rules, regulations, and procedures are adhered to.

6. **Drive and Commitment to Public Sector Values:** Demonstrates capacity to perform at a high level, maintaining consistent effort under pressure. Use initiative, takes ownership, and can be relied upon. Upholds highest standard of honesty, ethics, and integrity

Closing date for receipt of completed applications is:

Monday, 30 January 2023 (12 noon)

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.

- **All sections of the application form must be completed in full and typed**. Please note that handwritten forms will not be accepted. The form will expand to accommodate the text you enter.

- Candidates will be required to describe some of their relevant experience/achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe relevant situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.

- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**

- One copy of your completed application form and any supporting information should be submitted.

- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

- Application forms are only accepted electronically and should be signed and returned by email to: recruitment@kcetb.ie

- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.

- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie

- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.

- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.

- Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly

their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

- Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.