

**JOB DESCRIPTION and PERSON SPECIFICATION**  
**Instructor – Communications and Team Leadership**

<b>Title:</b>	<b>Instructor – Communications and Team Leadership</b>
<b>Reporting to:</b>	KCETB Training Services Manager (or designate)
<b>Nature of Position:</b>	Fixed Term Contract.
<b>Place of Work:</b>	KCETB Training Services, Kilkenny City
<b>Hours of Work:</b>	Monday to Friday – 12 hours per week  Team Leadership                      6 hours per week approx. Communications                      6 hours per week approx.

**Role and Responsibilities:**

**The responsibilities of the post include the following:**

- Planning and implementing effective teaching strategies, liaising with learners and apprentices on a one to one basis and in group settings
- Completion of required administrative duties using appropriate procedures and IT systems
- Development of study skills programme and learning support programmes to ensure optimum efficiency in delivery of services
- Prepare lesson plans. Course notes, presentational material and handouts as appropriate
- Use new technology as appropriate to assist in delivering and administering support to learners
- Prepare and issue progress reports as requested
- Liaise with internal departments to Kilkenny and Carlow ETB and external agencies to promote learners support service provision
- Working as a team-member within the wider campus and liaising with other relevant individuals such as instructors and employers.
- Participate in and contribute to educational and programme planning and development within the Campus
- Demonstrate commitment to continuous professional development to extend knowledge and skill, keeping up to date with current educational thinking and practice.
- Uphold and implement the centre/service code of conduct for learners
- Assisting with special events, including PR/Promotion, Open days etc.
- Undertake such other duties as may be assigned from time to time

### Competencies:

The person appointed to the above post will be required to show evidence of the following competencies:

- Relevant experience and knowledge of delivering Communications and Team Leadership at QQI Level 6 or equivalent
- Teaching / Instructing / Training ability
- Managing People & resources
- Communications skills

### Essential requirements:

The following are essential requirements for appointment to the post:

- Previous training, instructing or teaching experience and a recognised Training Qualification is desirable but not essential.
- A high level of knowledge and expertise in the area of Further Education and Training.
- Broad Public Sector knowledge relevant to this area of work.
- Excellent oral and written communication skills.
- Excellent ICT and administration skills.
- Willingness to work flexible hours outside of normal office hours.
- Full clean driving licence and access to a car.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Motivation</b>		
Knowledge of Post / Organisation	Have knowledge of the national development relating to apprenticeship, learning and qualifications	Have knowledge of modern training methods.
Personal Motivation	Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specifications	Ability to work as part of a team
Work-related Achievements.	Proven record of achievement	Previous training experience

<p><b>Work Experience</b></p> <p>Specify particular experience/skills required</p>	<p>5 years post qualification relevant experience</p>	<p>Knowledge of apprenticeship provisional and process of delivery</p>
<p><b>Communications interpersonal Skills</b></p> <p>Verbal/presentation skills</p>	<p>Articulate, with the ability to communicate relevant learner support strategies in a manner designed to motivate the learner</p> <p>Experienced in work related administrative skills (e.g. learner support, assessment, instructor)</p> <p>Having the necessary coping skills to deal with conflict, motivational &amp; disciplinary problems associated with training</p> <p>The candidate will understand the totality of the job and be prepared for any unforeseen situations that may arise</p>	<p>Have worked with multidisciplinary groups</p> <p>Experience with Virtual Learning Environments e.g. Moodle, Teams, Zoom</p>
<p><b>Education</b></p> <p>Minimum L7 qualification</p>	<p>Relevant QQI Level 7 Qualification</p> <p>IT Skills</p>	<p>Membership of professional bodies in the area of further &amp; Higher education</p> <p>Knowledge of Apprenticeship and FET provision and assessments</p> <p>QQI Level 6 Train the Trainer qualification</p> <p>A qualification or previous experience teaching in an Education and Training environment</p>

## Conditions of Service

### **Citizenship Requirement**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

### **Vetting**

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

### **References**

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

### **Pre-Employment Health Assessment**

A person holding the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

### **Probation**

Where a person is appointed to the position of Apprenticeship Instructor the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

### **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on [www.kcetb.ie](http://www.kcetb.ie).

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

### **Sick Leave**

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

### Notice/Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

### General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

**The closing date for the receipt of completed application forms is  
Thursday, 10 September 2024 at 12.00 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@kcteb.ie](mailto:recruitment@kcteb.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.kcteb.ie](http://www.kcteb.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.kcteb.ie](http://www.kcteb.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.kcteb.ie](http://www.kcteb.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 shortlisting process to select candidates for interview.
  - During the shortlisting process, the shortlisting board will examine the application forms and assess them against 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.
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