

**Community Education Facilitator
Learner Support and Well Being Co-ordinator
Job Reference: 2022SEP168**

Job Title:	Community Education Facilitator (Initial duties: Learner Support Co-ordinator)
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 initial assignment to Learner Supports and Well Being Co-ordinator will be responsible for providing a highly professional, learner centred approach to the strategic development of learner supports for FET provision within Kilkenny and Carlow Education and Training Board (KCETB). The CEF will work closely with the Director of FET and FET Senior Management on the development, promotion and support of all matters relating to learner supports and well-being across KCETB FET Centres in Kilkenny and Carlow.

Main Duties:

The initial duties will include but may not necessarily be confined to the following:

- Work collaboratively with key services to develop and deliver effective policy, procedures and practice regarding learner support, induction, assessment, retention, progression, and certification (where appropriate).
- Develop appropriate procedures for the identification of learner support needs across all FET provision.
- Oversee the distribution and monitoring of Learner ICT devices across all provision.
- Identification of the key technology applications and resources required to offer an effective learning support service including assistive technologies and technologies relevant to FET Learners.
- Promote the adoption and effective use of technologies by designing and delivering appropriate formal and informal professional development in collaboration with the PD/TEL office to provide opportunities for staff.
- Play a key support role in relation to the increased adoption and use of the KCETB Learner Support portal.
- Support the implementation of the Reasonable Accommodation in Assessment policy and procedure.
- Oversee learner applications for financial assistance with course fees, materials etc
- Assist with the planning of learner induction and orientation programmes in respect of the supports provided for learners with additional needs.
- Contribute to the design and delivery of relevant and creative curricula that meet the educational and personal development needs of learners in line with centre requirements to meet the needs of identified target groups.
- Promote the value and potential of new modalities of learning including but not limited to RPL, blended and online learning.
- Assist with special events, including PR/Promotion, Open days etc.

- Work as a team-member within the wider KCETB programmes and centres liaising with other relevant individuals such as co-ordinators, teachers, and tutors as appropriate.
- Participate in and contribute to educational and programme planning and development to support learner access, retention, transfer, and progression.
- Demonstrate commitment to continuous professional development to extend knowledge and skill, keeping up to date with current educational thinking and practice.
- Maintain records and providing reports to the Director of FET / AEO.
- Represent KCETB on local and regional for a and networks
- Promote an ethos that is conducive to high quality adult learning programmes
- Provide administrative support where required, in consultation with management.
- Maintain an ethos appropriate to KCETB and lifelong learning.
- Undertake any other duties appropriate to the needs of the ETB as may be assigned by Management /Director of FET/ CE for the effective and efficient management of resources and having regard to changing needs and demands within the ETB.

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.

Shortlisting

KCETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

Interview

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by KCETB. A second stage interview may form part of the interview process.

Essential Requirements – Skills and Experience

- 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:

Specialist Knowledge and Expertise

(In the field of school, adult, community and or further education, or related areas). Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others. Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work. Demonstrate a clear understanding and empathy with the philosophy of lifelong learning and community education with a high level of expertise in ICT in a learning or related environment with strong ICT skills and/or background in professional development.

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.

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 implement plans, policies and procedures delivering on agreed objectives and targets.

Organisation and Planning

Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all of 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.

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.

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.
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