



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
*Kilkenny and Carlow
Education and Training Board*

Community Education Facilitator Learning and Professional Development (PD) Co-ordinator Job Reference: 2023MAR262

Job Title:	Community Education Facilitator (Initial duties: Learning and Professional Development Co-ordinator)
Reporting to:	CE, Director of FET, or designate
Grade:	Community Education Facilitator (CEF)
Salary Range:	€44,097 - €69,207 (New Entrants Scale wef 01/03/2023) (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

Learning and Professional Development (PD) Co-ordinator will be responsible, under the direction and guidance of Senior Management in KCETB for the co-ordination of the ETB's Technology Enhanced Learning/Digital Learning Strategy and staff professional development.

The Co-ordinator will work in collaboration with management and the ETB's staff team towards the development of an integrated Technology Enhanced and Digital Learning and Professional Development service for the organisation. The Co-ordinator will deliver on the development, promotion and support of an innovative, collaborative and integrated approach to the adoption of new technologies to improve the effectiveness and efficiency of communication, collaboration, teaching and learning across Kilkenny and Carlow ETB.

The post-holder shall responsibilities/duties including the following:

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

Professional Development (PD)

- In consultation with senior management team develop a systematic and coherent Professional Development Strategy and Action Plan to in line with KCETB's strategic priorities, which fully support the strategic priorities of FET and the National FET Professional Learning and Development: Statement of Strategy;
- Lead on the design, development and implementation of PD programmes for staff as appropriate to service needs;
- Develop and implement appropriate policies and procedures and ongoing monitoring and reporting structures for the ETB's professional development services;
- Plan and deliver targeted PD provision for FET and as appropriate the wider organisation, having an appreciation of the benefits of integrating PD across all sections of the organisation; developing of themes for the year for all staff to include Teaching and Learning, Inclusion, Wellness and Environment etc.;
- Plan the provision of effective targeted PD programmes across KCETB which best meet the needs of staff/programmes/centres/FET and KCETB;
 - Conduct a Training Needs Analysis and Skills Audit of Staff in KCETB;
 - Maintain a calendar of KCETB strategic PD activities;
 - Implement a system for recording and tracking system for professional learning and development activity for staff of KCETB;
- Provide relevant and timely advice, information and support for senior management;
- Keep records and statistics and prepare reports, returns and submissions as required, in consultation with management, including reports for SOLAS, DFHERIS, FET senior management principals and other relevant bodies.
- Liaise with management to develop a culture of self-evaluation and development regarding teaching and learning methodologies and share best practice in both FET and schools.
- Providing support to new and existing PD initiatives in the form of technical, administrative, and educational inputs;
- Employ continuous improvement models to allow for effective planning, implementation, review and evaluation of the PD service;
- Monitor initiatives, reporting to the FET Management developments and provision;
- Develop and maintain effective partnerships and links internally between staff and departments within KCETB and externally with other stakeholders including statutory and other providers;
- 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;
- Liaise with colleagues on project development, quality assurance, accreditation, and certification issues;
- Share good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice;
- Networking of groups, both nationally and locally, supporting participation in Professional Learning and Development and facilitating a co-ordinated input from the sector;
- Assisting in the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, relevant to the needs of the local programme.

Technology Enhanced Learning (TEL)

- In consultation with senior management team, develop a systematic and coherent Learning Technology Strategy and Action Plan including policies to realise, support and monitor the digital priorities of the ETB.
- Provide pedagogical and technical advice and guidance on the integration of technology into the curriculum.
- Conduct a learning technology baseline audit, to include ICT infrastructures, facilities and resources to provide accurate data to inform ICT planning for communication, collaboration, teaching and learning within the ETB.
- Develop and support the capacity of staff to use technology effectively for communication, teaching, learning & assessment purposes, using a range of delivery methods e.g. on-line, face-to-face, self-managed, etc.
- Support the design and implementation of organisation wide communication and management information systems as appropriate.
- Liaise with ETB ICT staff to implement appropriate ICT infrastructure, software and systems across the ETB.
- Maintain an up-to-date knowledge of developments in the field of e-learning and advise management, staff and other key stakeholders on appropriate developments and deployment of technology solutions in line with service provision.
- Promote self-managed learning and access for staff and learners to a range of digital tools, resources and spaces.
- Develop systems and procedures for the on-line delivery of learning programmes.
- Assist the Quality Assurance Service in the development of appropriate ICT systems and procedures for the effective management of a QA system across the FET Service.

Other duties:

Keep up-to-date with developments in ICT, Technology Enhanced Learning, Blended Learning and Quality Assurance frameworks and processes and keep the Management Team advised on best practice. Liaise and support KCETB with relevant companies providing resources to KCETB for the purposes of ICT, TEL etc. Undertake any other duties / projects as requested by the KCETB Chief Executive and Management Team.

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, 3rd April 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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