

## **Adult Literacy Organiser**

Job Reference: 2024AUG156

<b>Reporting to:</b>	Director of Further Education and Training – KCETB / Adult Education Officer
<b>Place of Work:</b>	Kilkenny (The post will require travel within the KCETB area)
<b>Hours of Work:</b>	Monday to Friday – 35 hours per week
<b>Salary Scale:</b>	Salary will be paid in accordance with such rates as may be authorised by the Department of Education and Skills to Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) from time to time for Adult Literacy Organiser positions. Current scale for grade is: €46,432 - €72,544. (No qualification allowance payable).

### **Role and Responsibilities:**

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

- Maintain an ethos appropriate to adult learning.
- Plan, develop, and manage the literacy service in consultation with the Adult Education Officer/Director of Further Education within the content of an integrated FET Service.
- Recruit, assess, screen and match students and tutors and assist as appropriate in the recruitment of tutors, lead, manage and monitor the delivery of integrated programme provision.
- Support, develop, and manage tutors and learners. Ensure the provision of initial and in-service training for paid staff and volunteers providing appropriate CPD.
- Ensure accreditation is provided as appropriate on all programmes and ensure systems and procedures are robust and in line with validation and QA agreements.
- Maintain integrity of QA procedures in the programme and strive to achieve the highest quality standards.
- Manage service resources, e.g. finance, materials, premises, etc in line with ETB requirements.
- Keep records and prepare reports and submissions in consultation with the AEO/Director of Further Education/CE as appropriate. (e.g. FARR, PLSS, Salespulse etc.)
- Promote the literacy service through promoting networking, raising awareness, and publicity.
- Progress the literacy service in accordance with the FET Strategy, Adult Literacy for Life Strategy and other relevant government policies.
- Enhance own skills and expertise through training, development, and networking.
- Liaise with relevant voluntary and statutory bodies, including the literacy referral networks and act in a representative capacity as required.
- The functions and responsibilities assigned to this position are based on the current stated role and objectives of Kilkenny and Carlow ETB, these may alter in line with any change in the role and objectives of Kilkenny and Carlow ETB and national agencies.

This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.

## Essential requirements:

The following are essential requirements for appointment to the post:

- A minimum of 3 years experience of working in Adult Literacy.
- A NALA/WIT Certificate in Training and Development (Adult Basic Education Management) or equivalent Adult Education Qualification as approved by the Department.
- Other relevant experience include Literacy Tutor Training, Education Management, Management of Volunteers and Participation in Adult Literacy In-Service Training or other equivalent education/training experience in adult, youth or community 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 license and access to a car.

## 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 candidate for, any 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 Adult Education Guidance Counsellor to Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will 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.

### Competences required:

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

- **Leader – Further Education and Training**

Specialist knowledge and expertise in the field of adult, further education, training or related areas.

- **Leader – Service Development**

Proven capacity in a leadership role with vision for future development. Ability to plan and prioritise effectively with a focus on successful outcomes.

- **Leader – Management and Administration**

Management of resources and delivery of organisational targets. Capacity to analyse information and generate creative solutions.

- **Leader – People and Teams**

Capacity to maintain and build effective internal teams and external relationships. Ability to work independently and co-operatively as part of a team.

- **Communications**

Has the capacity to clearly articulate views, opinions and attitudes through effective interaction with all stakeholders in a variety of situations and contexts. Confident communicator who is able to motivate others.

- **Self Awareness and Self Management**

Is self-aware and has the capacity to self-manage and develop personally and professionally. Evaluates own behaviour regularly with a view to continuous learning and development. Determination to reach goals, and stick with difficult tasks over a long period, even when confronted by obstacles.

The closing date for the receipt of completed application forms is:

**Monday 16 September 2024 at 12.00 (noon)**

Provisional interview date:

**Week commencing 30 September 2024 (provisional)**

## 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 and should be relevant to the role.
- 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](mailto: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](http://www.kcetb.ie)
- By applying for any position with Kilkenny and Carlow ETB, you acknowledge that your personal data shall be processed by Kilkenny and Carlow ETB. The Privacy Notice which is available on [www.kcetb.ie](http://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](http://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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