Community Education Facilitator
Information Guide

Reporting to: Adult Education Officer and Director of Further Education and Training

Nature of Position: Permanent with a probationary period of one year.

Place of Work: Wicklow Town covering County Wicklow. (The post may require travel within the KWETB area)

Hours of Work: Monday to Friday – 37 hours per week.

Salary Scale: Salary will be paid in accordance with such rates as may be authorised by the Minister for Education and Skills from time to time for the position. Current salary scale is 39,097 – 61,604 per annum.

Role and responsibilities of the CEF:

The duties of the post will include, under the direction of the Director of Further Education and Training and Adult Education Officer:

- Maintaining an ethos appropriate to adult learning;
- Assisting the planning, development and management of the local community education service under the direction of the Director of Further Education and Training and Adult Education Officer;
- Promoting the development and nurturing of new community based learning groups;
- Providing assistance and support to new and existing community education groups in the form of technical, administrative and educational inputs;
- Developing and encouraging partnerships and links between community education and statutory and other providers;
- Promoting the role of the community education sector in supporting outreach and referral to the statutory sector;
- Initiating and facilitating community education programmes and initiatives at out-centres;
- Liaising on quality assurance, accreditation and certification issues;
- Helping community education interests to access funding;
- Networking of groups, both nationally and locally, supporting their participation in community fora;
- Sharing good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice;
- Monitoring initiatives, reporting to the Director of Further Education and Training and Adult Education Officer on developments and provision, in line with funding body requirements;
• Acting in a representative capacity if required on matters relating to community education
• Assisting in the management of resources, e.g. financial, premises, materials, personnel etc. as appropriate, relevant to the needs of the local programme;
• Keeping records including using PLSS and FARR and preparing reports and submissions in consultation with the Director of Further Education and Training and Adult Education Officer as appropriate and in line with funding body requirements;
• Any other duties appropriate to the needs of the local scheme as may be assigned by the Chief Executive and Director of Further Education and Training for the effective and efficient management of resources.

Essential requirements:

The following are essential requirements for appointment to this post:

• A third level qualification of at least National Certificate standard in the field of education or training, youth work, community development or social science, or a teaching qualification as specified under Memo V7 and/or Circular 32/92. For candidates with proven employment experience of at least 5 years in adult education or training, adult literacy, youth work or community development, suitable candidates may be appointed subject to gaining the required qualification within 5 years of the date of appointment.
• A minimum of 3 years’ experience working in Adult or Community Education or training, youth work or community development. The appointee should demonstrate a clear understanding and empathy with the philosophy and processes of Community Education. Candidates with the appropriate teaching qualifications whose experience is confined to first or second level education may be considered provided they can demonstrate a clear understanding of adult education and community education approaches, and a familiarity with the requirements of national assessment processes in the further education sector.

Other Relevant Desirable Experience:

• Other relevant experience including teaching, education/training experience in adult or youth work.

Competences required:
The appointee to the post of CEF will be required to show evidence of the following competences:

Leadership

• Maintain and develop an ethos appropriate to adult learning;
• Plan, develop and manage the local community education service in consultation with the Adult Education Officer/Director of Further Education and Training;
• Recruit, support, develop and manage community education staff including resource workers and tutors;
• Developmentally support the capacity of local community education groups to develop and implement community education programmes;

Communication

• Promote community education through networking, awareness raising and publicity
• Liaise with relevant voluntary, statutory and community bodies
• Maintain effective relationships with internal and external stakeholders
• Present information, both written and verbal, clearly and concisely to a wide variety of audiences
• Act as an effective link between staff and senior management
Organisational management and administrative skills

- Manage resources, e.g. finance, materials, premises, etc.
- Keep records and prepare reports and submissions in consultation with the AEO/Directors/CE, as appropriate
- Implement an organisational plan to meet the deadlines per internal and external reporting requirements
- Establish and maintain effective data management systems such as student records using internal and external data management ICT systems

Self-awareness and self-management

- Enhance own expertise through training, development, and networking with relevant bodies
- Reflect on own actions with a view to continuous learning and self-development
- Set a good standard of professional interactions and ensure excellent relationship boundaries are in place
- Be aware of own skill set and traits and seek help and advice when required
- Uphold professional integrity at all time for example, in showing discretion and in maintaining confidentiality.

Profile:

- Embody the person-centred ethos of adult education, with a particular focus on community education.
- Be a leader committed to the highest standards of education provision, administration and governance.
- Have strong people management, organisation and administration skills.
- Be a visionary and have experience in delivering projects through team work.
- Understand and value a community-based approach.
- Be a problem solver.
- Be a strong team player who develops and maintains strong relationships with stakeholders

Note: Please note that it is the responsibility of the applicant to ensure that all application forms are received on time.
Completed application form plus 4 copies of same should be submitted in hard copy no later than 12 noon on Friday 24th May 2019 to:

HR Department,
Kildare and Wicklow ETB,
Level 5, Aras Chill Dara,
Devoy Park,
Naas,
Co. Kildare.

Late applications will not be accepted.
Applications will not be accepted by email or fax.
Short listing may apply.
Canvassing by or on behalf of the candidate will automatically disqualify.

Dr. Deirdre Keyes, Chief Executive.