Community Education Facilitator (CEF)
Initial Duties: Further Education and Training (FET) Professional Development
and Research Projects Coordinator (2 year fixed term contract)
Information Guide

Reporting to: Adult Education Officer and Director of Further Education and Training
Nature of Position: 2 year Fixed Term Contract

Place of Work: The post holder will be located in the KWETB Naas office, Co. Kildare. 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. 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 €39,781 – 62,682

The Position:
The FET Professional Development and Research Projects Co-ordinator will be responsible, under the direction and guidance of the Adult Education Officer (AEO) / Director of Further Education & Training and/or the Chief Executive, and in co-operation with other Further Education & Training (FET) managers and staff, for the co-ordination of KWETB’s Professional Development programmes including the implementation of the SOLAS Professional Development Strategy and in line with KWETB Strategies. Additionally the co-ordinator will work as part of an inter-disciplinary team on Research Projects in respect of FET programmes and services. The Co-ordinator will work in collaboration with management, the Organisational Support & Development section and with the rest of the FET staff team to develop and support effective and efficient infrastructures for the development of FET within KWETB.

Initial Duties and Responsibilities:
To participate, under the direction and advice of the AEO (Line Manger) and Director of Further Education & Training and/or the Chief Executive, and in co-operation with other KWETB FET managers and staff, in the organisation, co-ordination and monitoring of any activities which may be involved in or arise out of the appointment within the Board’s scheme, as the Chief Executive may decide. The initial duties will include but may not necessary be confined to the following:

- Co-ordinate the implementation of the SOLAS FET Professional Development Strategy in KWETB, in conjunction with KWETB Strategies including the TEL Strategy and the ETB Strategic Plan, adopting an innovative approach to planning, developing and delivering professional development to FET staff;
- Lead and support KWETB FET research and development projects;
• Develop and implement appropriate policies and procedures and ongoing monitoring and reporting structures for the ETB’s Professional Development activities;
• Liaise closely with all FET staff;
• Keep records and statistics and prepare reports, returns and submissions as required, in consultation with the AEO/ Director of FET, including reports for SOLAS, DES, ETBI, FET senior managers and other relevant bodies;
• Liaise with Quality Assurance, HR, Finance, Recruitment, Procurement and other relevant sections within KWETB as required;
• Establish and maintain effective links with stakeholders including KWETB FET staff, external stakeholders including employers, ETBI and SOLAS, other education and training institutions and other appropriate bodies as required;
• Monitor and evaluation programmes to ensure learner’s and the ETB’s training needs are being met;
• Act in a representative capacity for Kildare & Wicklow ETB as required;
• Approve/reconcile expenditure for payment in accordance with programme guidelines and ensure accuracy of all supporting documentation;
• Ensure compliance with all Health and Safety requirements;
• Provide administrative support where required, appropriate to the post as outlined by KWETB managers;
• Maintain an ethos appropriate to adult learning;
• Undertake any other duties appropriate to the needs of the local scheme as may be assigned by the AEO /Director of FET/ CE for the effective and efficient management of resources and having regard to the changing needs of the service.

**Essential Requirements:**

The following are essential requirements for appointment to this post:

• A qualification at Level 7 on the National Framework of Qualifications or its equivalent, and / or significant relevant work experience; third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage;
• A high level of knowledge and expertise in the area of the Further Education and Training (FET); 5 years working in Further Education and Training desirable;
• Experience of the management, including planning and project management, of FET programmes and services is desirable;
• Project management experience;
• Broad Public Sector knowledge relevant to the area of work;
• Excellent ICT, administration and co-ordination skills;
• Excellent motivating, negotiating, interpersonal and team-working skills;
• Experience of developing policies and procedures and implementation and monitoring of same;
• Excellent oral and written communication skills;
• Good presentation skills.

**Successful applicant profile:**

• Embody the values and ethos of Further Education and Training;
• 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 team-based approach;
• Be a problem solver; and
• Be a strong team player who develops and maintains strong relationships with stakeholders.
The successful applicant will have a full driving license and access to a car and be willing to work flexibly outside of normal hours as required.

**Competences required:**
The appointee to the post of CEF – Professional Development and Research Projects Coordinator - will be required to show evidence of the following competences:

**Leader**
- Develop, implement and evaluate FET systems
- Develop and support FET projects and new initiatives including project management;
- Lead and manage FET planning and reporting processes including providing cascading support to FET managers;
- Develop and deliver comprehensive training including materials to end users;
- Support the implementation of national and local FET policy within KWETB;
- Demonstrates the ability to effectively lead, motivate and manage others.

**Communication**
- Promote FET 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; and
- 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 Training Manager /AEO/Directors/CE, as appropriate;
- Implement an organisational plan to meet the deadlines per internal and external planning and reporting requirements;
- Establish, implement and maintain effective data management systems
- Prepare and provide training and associated materials to support the implementation of FET 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; and
- Uphold professional integrity at all times.
Note: Please note that it is the responsibility of the applicant to ensure that the completed application form is received on time.

The completed application form, plus 3 copies of same, should be submitted in hard copy no later than 12 noon on Friday 18th October 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.