**Job Title:** Vocational Training Opportunities Scheme (VTOS) Coordinator

**Reporting To:** Adult Education Officer and Director of Further Education and Training

**Initial Duties:** VTOS Coordinator

**Location:** Initial Location: Newbridge VTOS Centre, Station Road, Newbridge, Co. Kildare.

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**JOB DESCRIPTION**

**Summary of Position**

Kildare and Wicklow Education and Training Board (KWETB) is seeking to recruit a Vocational Training Opportunities Scheme (VTOS) Co-ordinator for Newbridge. The Co-ordinator will be a member of KWETB’s multidisciplinary Further Education and Training Team and the VTOS Network and will report to the Adult Education Officer. In the context of the growing need for diversity, innovation and flexibility in provision and mode of delivery to meet the needs of participants and promote social inclusion and labour market readiness, the VTOS Co-ordinator, under the direction of the Adult Education Officer (AEO) will have a wider remit for area-wide provision in the context of the SOLAS FET Strategy.

The successful candidate will be based in VTOS, Newbridge and will be a member of the management team of the multiplex which offers a range of Further Education and Training programmes.

The VTOS Co-ordinator will manage the VTOS Programme with 125 places for unemployed adults over the age of twenty-one who wish to return to learning to up-skill and/or retrain in line with labour market requirements. Participants may also progress onto further or higher education.

The appointee will be responsible for managing a VTOS staff team of teachers; as a member of the management team they will be responsible for managing an administrative and caretaking/cleaning staff. In addition the successful candidate will be expected to work closely with the Adult Education Guidance Team in relation to the delivery of a guidance and counselling programme for the participants.
Particulars of the Position

The post is wholetime, permanent and pensionable. The Co-ordinator will be required to be in attendance for the full duration of the VTOS course as specified by KWETB.

Main Duties

The duties of the post under the direction of the Adult Education Officer (AEO) and FET Director and in accordance with the KWETB Strategic Plan(s) will include:

- Responsibility for the day to day operation, organisation, management and delivery of VTOS programmes including preparation of time-tables, staff management and support, learner support, and management of resources;
- With the support of the AEO, enhance and develop the service offered by the VTOS programmes through annual review of the service provided;
- Design course programmes in consultation with the AEOs and the Director of FET to develop the provision in line with KWETB and SOLAS Strategies and learner and labour market needs;
- Responsibility for implementation of KWETB Quality Assurance Procedures and Governance policies including all aspects of certification;
- Having a wider remit for area-wide provision with regard to the SOLAS FET Strategy through participating in a multidisciplinary FET management team with responsibility for additional programmes where necessary;
- Recruitment of students and liaison with the Department of Employment and Social Protection, internal ETB services including the Adult Education Guidance Service and Adult Basic Education Service, local Employment Services, Area Partnerships, employers, and other community interests as appropriate;
- Liaison with the SOLAS regarding training allowances and related matters;
- Organisation of student supports including educational and language supports, counselling and liaison with the Adult Education Guidance Service;
- Assist the AEO in the drafting of VTOS policies;
- Ensure the provision of initial and on-going professional development for staff in line with the SOLAS Professional Development Strategy;
- Financial management and reporting on budgets;
- Keep records and prepare plans, reports and submissions in line with SOLAS requirements using PLSS and FARR in consultation with the FET Management Team as appropriate;
- Promote the VTOS and KWETB FET Services through networking, raising awareness, and publicity;
- Maintaining own professional development;
- Management of the Further Education and Training Centre as part of the Centre Management Team
- Developing progression networks to assist the progression of VTOS participants to employment and/or further or higher education and training;
- Assisting the recruitment of VTOS staff to meet the needs of the scheme;
- Carrying out the lawful instructions of the Board and of its Chief Executive.

Salary

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 VTOS Coordinators, currently the teacher’s salary scale. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education and Skills. Rate of remuneration may be adjusted from time to time in line with Government Policy. In addition a Coordinators Allowance is payable, currently €11,393 per annum.
PERSON SPECIFICATION

Essential Requirements

- Must be fully qualified for appointment to a permanent teaching post in accordance with the terms of Circular Letter 10/98 and be fully registered with the Teaching Council of Ireland.
- Experience at management level would be an advantage.
- Be capable and competent of fulfilling the role to a high standard;
- Candidates are expected to have completed a recognised training course which qualifies them to deliver education and training programmes at this level.
- Have the requisite knowledge, skills and competencies to carry out the role.

A number of key competencies have been identified as being essential for the effective performance of the role and function of VTOS Co-ordinator

Leader – Education and Learning
  - Understands that high quality education and learning is the core business of a centre and demonstrates the skills to act as the instructional leader.

Leader – Centre Development
  - Demonstrates the ability to take a broad and long term view of the needs of the centre’s purpose and objectives

Leader – People and Teams
  - Demonstrates the willingness and ability to develop individuals and teams throughout the centre community and delegate leadership within those teams.

Communication
  - Has the capacity to clearly articulate views, opinions and attitudes through effective and appropriate and emphatic interaction with all stakeholders in a variety of situations and contexts

Organisational Management and Administrative Skills
  - Uses a range of resources, supports and processes to ensure the effective and efficient running of the centre.

Self-Awareness and Self-Management
  - Is self-aware and has the capacity to self-manage and develop personally and professionally.

Desirable Qualities

- Should have significant successful experience of working on programmes with adults, preparing students for certification, dealing with agencies of the state and be able to follow statutory guidelines in relation to child protection etc.
- Should be familiar with the normal suite of IT software required in the FET sector and have IT skills commensurate with making online returns in a timely manner.
GENERAL

Application Form
Applications must be made on the official VTOS Coordinator Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Closing date for receipt of completed application forms is: 12 noon on Friday 18th October 2019. Late applications will not be accepted. Applications will not be accepted by email or fax. Canvassing will disqualify.

Shortlisting
Kildare and Wicklow ETB 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 VTOS Coordinator Application Form. 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 Kildare and Wicklow ETB. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of VTOS Coordinator.

Leader – Education and Learning
Leader – Centre Development
Leader – People and Teams
Communication
Organisational Management and Administrative Skills
Self-Awareness and Self-Management