



BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARÁ AGUS CHILL MHANTÁIN**  
**KILDARE AND WICKLOW**  
EDUCATION AND TRAINING BOARD

## INFORMATION GUIDE

### **BTEI Adult Educator**

#### **Initial Duties: Community Education, Wicklow**

<b>Job Title:</b>	Back to Education Initiative Adult Educator
<b>Location:</b>	Initial appointment will be to Community Education Wicklow, The Murrough, Wicklow Town, Co. Wicklow
<b>Job Summary/ Purpose:</b>	The Adult Educator will support the Community Education Facilitator (CEF) with the administration, development, planning and delivery of Community Education programmes in Wicklow.
<b>Responsible to:</b>	CEF/Adult Education Officer
<b>Hours of Work:</b>	The Adult Educator will work 35 hours per week Monday to Friday in a flexible manner that may include evenings and other times, in accordance with programme needs.
<b>Annual Leave:</b>	35 days per annum plus public holidays
<b>Salary Scale:</b>	The salary scale is currently €35,182 - €64,210* (*Long Service Increment) per annum. Starting salary will be point 1 of the scale, €35,182



### **Initial Duties and Responsibilities:**

1. Responsible to the centre manager, on a day-to-day basis, for the delivery of the part-time programmes, currently Community Education but that may change.
2. Direct learner contact in keeping with programme needs as required by KWETB, subject to a maximum of 17.25 hours per week.
3. Provide assigned ad-hoc or scheduled individual and group support sessions to learners
4. Deliver specific workshops/one-off sessions to learner groups that complement the programme including specific information sharing and facilitation to support identification of progression routes.
5. Deputise for the Coordinator as required
6. Administrative duties relevant to the post, including maintenance of in-house IT and data management admin systems (PLSS/QBS,DCS etc.), learner contact, timetabling, recruitment of learners, course promotion, etc.
7. Support outreach work by engaging with external stakeholders to identify local education and training needs, representing the interests of the ETB.
8. Engage with internal stakeholders including the Guidance Service, Training Services and other programmes to facilitate an integrated response to meeting the needs of learners and groups.
9. Promotion of the local FET services and of KWETB through many and various means and platforms.
10. Work with the programme management and staff team in organising events that support the programme delivery, enhance the profile of the service, centre or the KWETB, and/or celebrate learner/group achievements.
11. Assist with ongoing development, monitoring and evaluation of programmes, courses and workshops.
12. Support the mission and ethos of the Community Education Service and maintain the values of KWETB:
13. Work with the Coordinator in the planning, delivery and evaluation of appropriate responses to education and training needs, including the identification and implementation of indicators for education and training outcomes for learners.
14. Conducting interviews and/or assessment both formative and summative of learners
15. Support the Coordinator with the induction of new tutors and teachers including in the areas of Quality Assurance, KWETB processes, Child Protection, service specific processes as appropriate;
16. Support tutors and teacher to identify Continuous Professional Development (CPD) needs and to access CPD resources;
17. Provide locally agreed substitution cover for absent staff.
18. Comply with KWETB Quality Assurance policy and procedures.
19. To ensure timetables/schedules are adhered to.
20. To record and ensure the return of materials, resources and other equipment.



21. To identify materials and equipment (including ICT) required for the delivery and support of the teaching and learning process.
22. To attend and engage in staff meetings, staff development and training.
23. To obtain feedback from learners regarding course content, delivery and quality assurance.
24. To participate in appropriate continuous professional development and training as agreed with management.
25. To maintain full and accurate records/registers as advised by the Adult Education Officer /Director of Further Education and Training
26. To carry out the lawful orders of the Chief Executive Officer, and to fulfill the rules and requirements of the Minister for Further and Higher Education Research Innovation and Science.
27. Carry out any other duties appropriate to the grade which may be assigned from time to time.

The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

### **Attendance, Salary Scale and Leave**

The successful candidate will work for 35 hours per week. Attendance outside of normal hours may be required.

The salary scale is currently €35,182 - €64,210\* (\*Long Service Increment) per annum. Starting salary will be point 1 of the scale, €35,182

### **Qualifications and Experience requirements**

- At least NFQ Level 7 qualification in the area of adult and further education; or Community Education/Development **AND**
- A minimum of three years' experience in a skilled capacity in the further education and training sector;  
**AND**
- Clean drivers licence and access to transport is essential as this position involves travelling.
- Ability to work flexibly.



## **Person specification**

- Experience and understanding of working with adults with unmet literacy, language, numeracy or digital skills needs
- Ability to work on own initiative or as part of a team
- Excellent communication, interpersonal and writing skills
- Is proficient working with different types of information processes e.g. databases, presentation technology, MS Office, Social Media

## **Competencies**

A number of key competencies have been identified as being essential for the effective performance of the role and function of BTEI Adult Educator  
These competencies are as follows:

### **Team Work**

- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate;
- Utilises own leadership skills as appropriate;
- Offers own ideas and perspectives working in a collaborative manner;
- Utilises own experience in the FET sector to contribute to development of an effective and dynamic team;
- Understands own role in the team and performs to a high standard;
- Has good communication and presentation skills including group work skills;
- Shows respect for colleagues and co-workers;
- Utilises own conflict management skills to contribute to a healthy team dynamic.

### **Information Management / Processing**

- Approaches and delivers all work in a thorough and organised manner;
- Follows procedures and protocols, understanding their value and the rationale behind them;
- Keeps high quality records and produces high quality reports;
- Suggests new ways of doing things better and more efficiently;
- Is proficient working with different types of information processes e.g. databases, presentation technology, MS Office, social media.



### **Delivery of Results**

- Utilises own knowledge and experience in the FET sector to influence decision making;
- Takes a leadership role when required and acts with confidence and authority;
- Takes responsibility for projects and sees them through to the appropriate conclusion or next phase;
- Completes work in a timely manner;
- Adapts quickly to new ways of doing things;
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes;
- Identifies and appreciates the urgency and importance of different tasks and works to deadlines;
- Demonstrates initiative and flexibility in ensuring work is delivered in a variety of settings;
- Is self-reliant and uses judgment on making decisions and offering guidance to management, colleagues, or to service users;

### **Customer Service and Communication Skills**

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that learners and other stakeholders must go through and can clearly communicate these
- Has empathy for adult learners and an awareness of the challenges for learners engaging in lifelong learning
- Builds trusting and supportive relationships with learners, tutors and teachers, colleagues and service users
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently in various settings

### **Specialist Knowledge, Expertise and Self Development**

- Clearly understands the role, objectives and targets of Further Education and Training and how they fit into this work
- Understands the role of Lifelong Learning in personal, community and economic development
- Clearly understands the role of Quality Assurance and maintaining educational standards in both unaccredited and accredited programme provision



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- Is committed to self-development and continuously seeks to improve personal performance
- In the Community Education Service: Experience working with Community & Voluntary groups.

### **Drive and Commitment to Public Service Values**

- Consistently strives to perform at a high level and deliver a quality service;
- Serves the Government and people of Ireland;
- Is thorough and conscientious;
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks;
- Is personally honest and trustworthy;
- At all times, acts with integrity.

### **Application process:**

Fully completed official application form should be submitted via email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) no later than 12 noon on **Thursday 2<sup>nd</sup> May 2024**.

### Please note the following

- Short listing may apply.
- Canvassing by or on behalf of the candidate will automatically disqualify.
- Late applications will not be accepted.
- It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.  
Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

### **Dr. Deirdre Keyes, Chief Executive**

Kildare and Wicklow Education and Training Board,  
Level 5, Aras Chill Dara,  
Devoy Park,  
Naas, Co. Kildare.