

JOB DESCRIPTION

Post Title:	VTOS Coordinator, Mid Kildare Campus: Newbridge FET Centre, Aras Sláinte, Station Road, Newbridge, Co. Kildare
Capacity:	Permanent Post
Reporting to:	Adult Education Officer (AEO), Director of Further Education and Training (FET)
The Position:	The VTOS Coordinator will work closely with the AEO and have responsibility for leading and managing specific FET programmes and services within KWETB. They will be responsible for developing, communicating and implementing KWETB's FET Services, Strategy, plans and policies in consultation with FET Senior Management.

Initial Duties and Responsibilities:

To participate, under the direction and advice of the Director of Further Education & Training and the AEO and in co-operation with other managers and staff, in the organisation, co-ordination and monitoring of courses, programmes and any activities which may be involved in or arise out of the appointment within the Board's scheme, as the Chief Executive may decide. They will be responsible for developing, communicating and implementing actions to achieve KWETB's FET Strategic targets under the National FET Strategy.

Key Duties /Areas of Responsibility of Centre Manager

- Plan, develop, and manage the KWETB FET provision in consultation with the AEO and other senior managers;
- Maintain an ethos appropriate to adult learning;
- Manage a centre team, providing strategic vision, support and direction in line with key functions of FET provision;
- Support, develop and manage FET practitioners and learners;
- Support innovative projects and courses across the service and ensure these are mainstreamed when appropriate;
- Work with the local community and stakeholders to identify education and training needs in the area and work with the team to develop appropriate programmes and courses to respond to the need;
- Manage resources, e.g. finance, materials, premises etc.;
- Keep records and prepare reports and submissions in consultation with the Director of FET/AEO as appropriate;
- Promote KWETB's FET service through networking, raising awareness and publicity;
- Participate in the Centre Management Team with responsibility for overseeing the management of the FET Centre;
- Enhance own expertise through continuous professional development.

PERSON SPECIFICATION

ESSENTIAL QUALIFICATIONS

Appropriate third level qualification in Adult Education Management or equivalent qualification in relevant discipline(s) commensurate with this role would be a decided advantage.

The successful candidate will hold a current Teaching Council Registration.

SKILLS & EXPERIENCE

- Experience / knowledge in FET, Education Management, or other equivalent education/training, experience in adult, youth or community work;
- Excellent planning, organisation, communication and teamwork skills;
- Excellent analytical, negotiation and decision-making skills;
- Excellent report writing skills and high level of IT competency;
- Proven track record of working in partnership and building positive relationships with internal and external stakeholders;
- Experience of developing and implementing FET strategy, programmes and initiatives;
- Successful applicant will have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.

COMPETENCIES

- **Leader – Education and Training**
- **Leader – Service/Programme Development**
- **Leader – People and Teams**
- **Communication**
- **Organisational Management and Administrative Skills**
- **Self-Awareness and Self-Management**

CONDITIONS OF SERVICE

Terms of Appointment

Remuneration:

The salary scale for this post will be the Revised scale from 1 October 2024 for post-primary teachers appointed on or after 1 January 2011. Point 1 of this scale is currently €44,829. An annual VTOS Co-Ordinator allowance will also apply (€13,744).

IMPORTANT NOTICE RE: SALARY: As per Department of Education guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours of work:

A 35-hour week is in operation. Attendance will be required during normal ETB office hours and at such other times as are necessary for the delivery of the duties of the post. Attendance outside of normal office hours will be by prior agreement with the Director of FET/Adult Education Officer as will the offsetting of such attendance against normal office hour's attendance. Hours may be adjusted from time to time under relevant Public Sector Agreements.

How to Apply:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Monday, 27th January 2025**.

Note

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.

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

Dr. Deirdre Keyes, Chief Executive