

**Adult Literacy Organiser**  
**Initial duties: South Wicklow (Arklow and Carnew)**  
Information Guide

**Reporting to:** Adult Literacy Organiser

**Nature of Position:** Permanent with probationary period.

**Place of Work:** South Wicklow – Arklow and Carnew (The post may require travel within the KWETB area)

**Hours of Work:** Monday to Friday – 35 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 €47,932 – 74,735 annum.

The Adult Literacy Organiser (ALO) role functions within the KWETB Adult Basic Education Service as part of the Further Education and Training Strategy to address the basic education needs of adults in South Wicklow.

KWETB operates an integrated service approach to FET and ALO duties may include management of diverse funding streams within the Adult Basic Education context.

**Role and responsibilities of the ALO:**

**Leadership**

- Plan, develop and manage the provision of basic education services, including Adult Literacy, ESOL and digital skills in consultation with the Adult Education Officer/Director of Further Education and Training
- Maintain and develop an ethos appropriate to adult learning
- Promote effective teaching, learning and assessment strategies across the service
- Manage the recruitment, initial assessment and placement of learners in suitable programmes
- Manage and/or support the delivery of initial and ongoing training and CPD for staff
- Recruit, support, develop and manage tutors and Service staff.
- Manage the certification process for relevant awarding bodies and ensure the maintenance of national standards, agreed policy and procedure.

**Communication**

- Promote the ABE Service of KWETB 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
- Always uphold professional integrity for example, in showing discretion and in maintaining confidentiality.

**Profile:**

- Embody the person-centred ethos of adult 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 teamwork.
- Understand and value a community-based approach.
- Be a problem solver.
- Be a strong team player who develops and maintains strong relationships with stakeholders

The list is not exhaustive, and may from time to time be determined by the regulations of the Department of Education/SOLAS.

**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, or significant relevant work experience
- A high level of expertise in the area of the Further Education and Training Sector, 3 years working in Further Education and Training desirable
- Broad Public Sector knowledge relevant to the area of work.

**Other Relevant Desirable Experience:**

Literacy Tutor Training, Education Management, Management and participation in Adult Literacy in-service training or other equivalent education/training experience in adult, youth or community work.

**Competences required:**

The appointee to the permanent Adult Literacy Organiser post will be required to show evidence of the following competences:

**Leader – Education and Learning**

Understands that high quality teaching and learning is the core business of the Adult Basic Education Service and demonstrates the skills to act as the instructional leader.

**Leader – Service/Programme Development**

Demonstrates the ability to take a broad and long term view of the needs of the service's purpose and objectives

**Leader – People and Teams**

Demonstrates the willingness and ability to develop individuals and teams throughout the Adult Basic Education Service and delegate leadership within those teams.

**Communication**

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

**Organisational Management and Administrative Skills**

Is organized and efficient and can put in place procedures and appropriate structures to deliver.

**Self-Awareness and Self-Management**

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

**Application process:**

Fully completed official application form should be submitted via email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) no later than **\*Extended\*** 12 noon on Thursday, 5th June 2025.

**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**

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