

**Community Education Facilitator**  
**Initial Duties: Quality Assurance**

Information Guide

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

**Nature of Position:** Permanent

**Place of Work:** Initial appointment will be to KWETB Head Office, Chestnut House, Naas, Co Kildare or Wentworth Place, Wicklow Town, Co Wicklow. 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 to €74,735 per annum

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**Role and Responsibilities of the CEF – Quality Assurance**

The CEF – Quality Assurance will work as part of a multi-disciplinary team with initial responsibilities within KWETB's FET team to design, establish and support effective and efficient infrastructures for the development of FET within KWETB.

All the duties and responsibilities below should be carried out in consultation and with the approval of Director of Further Education and Training and Adult Education Officer within an ethos of collaborative teamwork.

**Key Tasks:**

- Support developments within the ETB FET sector;
- Initiate and facilitate FET programmes and initiatives;
- Promote the development and nurturing of designated projects;
- Provide assistance and support to new and existing FET projects in the form of technical, administrative and educational inputs;
- Develop and encourage partnerships and links between the ETB and statutory and other providers;

- Coordinate project development, quality assurance, accreditation and certification, and Erasmus projects;
- Develop project plans, reports and adhere to funding requirements;
- Share good practices from the sector and support the mainstreaming of relevant lessons into national policy and practice;
- Monitor initiatives, reporting to the Director of Further Education and Training and Adult Education Officer on developments and provision.
- Acting in a representative capacity if required;
- Assist with the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, relevant to the needs of the local programme.
- Keep records, prepare reports and submissions in consultation with the Director of Further Education and Training and Adult Education Officer as appropriate.

### **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,
- A high level of expertise in the area of the Further Education and Training Sector;
- 5 years working in Further Education and Training desirable, preferably with Quality Assurance involvement; and
- Broad Public Sector knowledge relevant to the area of work.

### **Other Relevant Desirable Experience:**

- Experience of the management and development of FET quality assurance systems and programme development;
- Experience of the development, design and implementation of organisation wide systems and procedures;
- Experience of FET planning.

### **Competences required:**

The appointee to the post of CEF – Quality Assurance will be required to show evidence of the following competences:

#### **Leader – Quality Assurance**

Understands that high standards of quality assurance is core to the delivery of FET and demonstrates the skills to act as a quality assurance leader.

#### **Leader – Programme/Project Development**

Demonstrates the ability to take a broad and long-term view of the needs of the service's purpose and objectives and lead projects to completion.

#### **Leader – People and Teams**

Demonstrates the willingness and ability to develop individuals and teams 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**

Uses a range of 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.

#### **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.

#### **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 Tuesday, 17<sup>th</sup> 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