

Adult Education Guidance Counsellor, Mid Kildare

Information Guide

Reporting to:	Adult Education Guidance Counsellor Co-ordinator
Nature of Position:	Fixed Term – 2 years
Place of Work:	Initial location: Newbridge FETC
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 from time to time for the position. Current salary scale is €47,932 - €74,735 per annum.

The role of the adult education guidance counsellor is within the KWETB Adult Education Guidance Service (AEGS) which provides an impartial adult educational guidance and information service to adults on a one-to-one and group basis. The AEGS is a key aspect of the KWETB Further Education and Training service and integrated into programmes in addition to serving the wider public.

Key Purpose

- To provide direct adult guidance services to clients

Key Responsibilities

The Adult Education Guidance Counsellor will have the following functions under the direction of the Adult Education Officer and FET Director:

- to provide guidance, counselling and information services to individual clients and to groups, and provide referral services to other agencies as appropriate;
- to provide support and advice in the field of guidance and counselling to staff in Further Education and Training centres, and support the development of an integrated service of learning, guidance and progression;
- to provide an outreach service to adult education centres in the catchment area;
- to market and promote the guidance service, including the development of promotional materials;
- to develop appropriate networks and partnerships with local agencies in the field of education, training, welfare, employment and community services;

- to broker services with educational bodies and other institutions as emerging client needs are identified;
- to share good practice from the sector and supporting the mainstreaming of relevant developments into national policy and practice;
- to act in a representative capacity if required on matters relating to adult educational guidance;
- to assist in the management of resources, e.g. financial, premises, materials, personnel, as appropriate, relevant to the needs of the local programme;
- to keep records and prepare reports and submissions in consultation with the Coordinator, Director of FET, or AEO as appropriate
- any other duties appropriate to the needs of the local service as may be assigned by the Adult Education Guidance Counsellor Co-ordinator/Director of FET/AEO for the effective and efficient management of resources.

Personal Qualities and Experience

- Deep understanding of the operational role of educational and career guidance counselling for adults
- Practical knowledge of the further education and training system and training/employment opportunities for adults
- Understanding of local and national policies related to further education, training and guidance
- Membership of a relevant professional organisation

Essential requirements

Essential Qualifications

- A post graduate diploma in Careers Guidance or Careers Guidance and Counselling or
- A Masters of Education (Guidance) or
- A Master of Science in Counselling or
- equivalent post graduate qualification recognised by the Irish Association of Counsellors and Therapists or the Institute of Guidance Counsellors.

Other Desirable Relevant Experience - Teaching, education/training experience in adult or youth work or employment services.

ELIGIBILITY TO COMPETE

Citizenship Requirement:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Citizens of non-European Economic Area (EEA) States are not eligible to compete.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013):

The Department of Environment, Community & Local Government Circular Letter LG 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2000 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to the re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's

consent will have to be secured prior to employment by any public service body.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment in-lieu in respect of service in any Public Service employment.

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Wednesday, 30th July 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

Kildare and Wicklow Education and Training Board