

**Community Education Facilitator**  
**Initial Duties: Enterprise Engagement and Skills to Advance**

<b>Job Title:</b>	Community Education Facilitator (Initial duties: Enterprise Engagement and Skills to Advance)
<b>Reporting to:</b>	Training Service and Innovation Manager KWETB, or designate
<b>Nature of Position:</b>	Fixed Term Post - 24 months
<b>Place of Work:</b>	“To be confirmed” <b>Kildare or Wicklow</b> (The post may require travel within the KWETB area)
<b>Hours of Work:</b>	Monday to Friday – 35 hours per week
<b>Salary Scale:</b>	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 €46,932 – €73,270 per annum

**Job summary**

The Enterprise Engagement Officer will build and maintain relationships with local employers to encourage them to work with our Futures provision and customers to fill their vacancies. Daily duties will include identifying and contacting new prospective employers, working with existing employer contacts, and liaising internally with operational support colleagues to maximise the success of our careers targeted support and training programmes.

**Role and responsibilities**

**Main Duties:** The CEF role will include (but not be limited to) the following:

- Plan the enterprise engagement activities in line with the enterprise engagement strategy and lead the end-to-end interaction with the employer.
- Grow and retain a target number of employer relationships. Generate new leads for employment, training, placements and work taster commitments by contacting prospective employers, developing understanding of their challenges and motivations, establishing mutually acceptable arrangements, and securing employment opportunities.
- Delivering against set KPIs to meet contractual targets across multiple divisions within Futures.
- Support employers to understand and develop inclusive recruitment practices.
- Supporting employers to meet their needs within social value and promoting the impact of social value.
- Provide a proactive and professional account management approach. Act as the main point of contact for new and existing employers as well as other key external stakeholders.
- Analyse employer types, to identify or anticipate their potential needs and expectations to inform the Careers, Targeted Support and Training programme offer.
- Collect, analyse, and interpret labour market intelligence and share it appropriately and effectively within the business.

- Contribute effectively within a team environment. Work collaboratively with internal colleagues to influence programme success. Colleagues include senior leaders, curriculum and teaching teams, careers and employment advisors, marketing / communications.
- Support continual business improvement by sharing best practice with other enterprise engagement colleagues and assist the marketing team to develop new marketing collateral.
- Answering and resolving queries or escalation if necessary. Escalate identified issues or challenges (and suggested improvements) from employers with managers / leaders to support continuous improvement of the programme/s.
- Assist KWETB management with reports to funders, including ESF and Statistical Returns.
- Ensure consistency of data entry by carrying out checks and verifications to ensure quality of data entry and resolving as appropriate.
- Keeping up to date with policy developments in the FET sector.
- Work to ensure compliance with funding communications requirements.
- Deputise for members of the FET Management Teams at meetings as required; and Represent KWETB on external bodies and agencies as required.

**Please note:** The job specification above is not intended to be a comprehensive list of all duties involved and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time, and to contribute to the development of the post while in office. The successful post holder may be transferred to another area within the organisation to allow for the allocation of additional duties, as and when required, which may include the re- assignment to other duties where necessary.

#### 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; 5 years working in Further Education and Training desirable; and
- Broad Public Sector knowledge relevant to the area of work.
- Excellent ICT and administration skills
- Teamworking and team leadership skills
- Excellent oral and written communication skills
- Good presentation skills
- Proven record of achievement and strong work ethic
- Capacity to work on own initiative

**The successful applicant will have a full driving license and access to a car and be willing to work flexibly outside of normal hours as required.**

**Competences required:**

The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

**1. Specialist Knowledge and Expertise (in the field of school, adult, community and or further education, or related areas).** Demonstrate an understanding of programme development, monitoring and evaluation as relevant to the FET sector

**2. Interpersonal and Communication Skills:** Demonstrates the ability to communicate in a fluent, logical, clear, and convincing manner and effectively influences others. Have strong interpersonal and collaborative skills with a capacity for strategic planning, innovation, facilitation/implementation of change/presentation and report writing skills.

**3. Relationship Building/Team working:** Demonstrates the ability to develop and maintain good working relationships with others both internally and externally, sharing information and knowledge as appropriate. Have capacity to develop and implement plans, policies and procedures delivering on agreed objectives and targets.

**4. Organisation and Planning:** Demonstrates the ability to plan and prioritise the work schedule, ensuring the efficient use of all the resources available and delivering on objectives despite multiple or conflicting demands. Have capacity to work effectively with a range of stakeholders and represent the ETB. Have demonstrated capacity to work as a team leader.

**5. Drive and Commitment to Public Sector Values:** Demonstrates capacity to perform at a high level, maintaining consistent effort under pressure. Use initiative, takes ownership, and can be relied upon. Upholds highest standard of honesty, ethics, and 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 Tuesday, 5<sup>th</sup> August 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 that applicants request a delivery receipt when sending their application.
- Any technical difficulties encountered by the sender when applying are not the responsibility of the KWETB.

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