

## **Adult Literacy Organiser (ALO)**

**Initial Duties:    Adult Literacy Organiser Coordinator (North Kildare Region)**

<b>Reporting to:</b>	Director of Further Education and Training and Adult Education Officer
<b>Nature of Position:</b>	<p><b>Permanent Contract</b></p> <p>Under the direction of the Director of Further Education and Training and reporting directly to the Adult Education Officer, the successful candidate will be responsible for leading and managing the Adult Literacy service in North Kildare Region of KWETB. The successful candidate will be responsible for developing, communicating and implementing specific actions to achieve KWETB's FET Strategic targets as they apply to Further Education and Training in the North Kildare area.</p> <p>The position requires a person who is flexible, multi-disciplined and experienced. A high degree of motivation and commitment to a learner-centred model of learning is essential.</p> <p>An overall summary of the main duties is provided below, the successful candidate may be allocated different or additional duties in line with the needs of the FET Service.</p>
<b>Place of Work</b>	Maynooth Further Education and Training Centre, Manor Mills, Maynooth, Co. Kildare. W23 V9P2.
<b>Hours of Work:</b>	<p>Monday to Friday – 35 hours per week.</p> <p>Attendance will be at such times as necessary for the delivery of the service. Attendance outside of normal office hours will be by prior agreement with the FET Director/AEO and will be outset against normal working hours attendance.</p>
<b>Salary Scale:</b>	<p>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.</p> <p>Current salary scale starts at €47,932 per annum</p>



### **Main Duties:**

The duties of the post will include but may not necessarily be confined to, under the direction of the Director of FET/Adult Education Officer (DFET/AEO) of the KWETB:

- Coordinating planning, development and management of the relevant Further Education and Training services under the direction of the AEO/Director FET in accordance with the overall plan for the service;
- Responsible for the day-to-day delivery of the service;
- Recruit, assess and place learners into appropriate learning groups;
- Promote and support the development and nurturing of new learning opportunities;
- Support, motivate and manage resource workers, educators, learners and other relevant staff;
- Organise and/or support the identification and delivery of initial and ongoing training and development for staff;
- Oversee the Health and Safety requirements of the service including the Health and Safety of staff, learners, buildings etc. and assist and input into the wider KWETB Health and Safety policies and processes;
- Develop and encourage partnerships and links between community education and statutory and other providers;
- Promote the service in the wider community;
- Initiate and facilitate programmes and initiatives at out-centres;
- Responsible for quality assurance, accreditation and certification;
- Share good practices from the sector and support the mainstreaming of relevant national policy and practice;
- Act in a representative capacity if required on matters relating to ALO;
- Assist in the management of resources, e.g. financial, premises, materials, personnel etc as appropriate, and relevant to the needs of the local programme;
- Keep records and prepare reports and submissions in consultation with the Director of FET/Adult Education Officer as appropriate;
- Enhance own expertise through training, development, and networking with relevant bodies;
- Set a good standard of professional interactions and ensure excellent relationship boundaries are in place;
- Uphold professional integrity at all times, maintaining discretion and confidentiality;
- Maintaining an ethos appropriate to adult learning;
- Any other duties appropriate to the needs of the local scheme as may be assigned by the AEO/DFET for the effective and efficient management of resources;
- The role will require some work to take place outside of normal business hours.

**Qualifications** - The following are essential requirements for appointment to this post:

- A qualification at Level 7 on the National Framework of Qualifications or its equivalent in an appropriate area;

### **Experience –**

- A minimum of 5 years working in Adult Basic Education Services or other significant relevant work experience.
- The appointee should demonstrate a clear understanding and empathy with the philosophy



and processes of adult basic and language education.

- A high level of expertise in the area of the Further Education and Training Sector;
- Broad Public Sector knowledge relevant to the area of work.
- Travel will be essential requirement for this role. Candidates must be willing to work flexibly outside of normal working hours as per required.

**Competences required:**

The appointee to the post of will be required to display 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 and ESOL Service and demonstrates the skills to act as the instructional leader.
- Maintains an ethos appropriate to adult learning
- Promotes effective teaching, learning and assessment strategies across the service

**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
- Has a vision for the development of the Adult Basic Education service

**Leader – People and Teams**

- Demonstrates the willingness and ability to develop individuals and teams throughout the Adult Basic Education/ESOL service and delegate leadership within those teams.
- Demonstrates an ability to support, motivate and manage individuals and 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.
- Demonstrates ability to maintain effective relationships with internal and external stakeholders.

**Organisational Management and Administrative Skills**

- Is organised 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.
- Demonstrates professional integrity.
- Has enhanced own expertise through training, development, and networking with relevant bodies
- Demonstrates good standards of professional interactions and relationships.

**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, 19<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 submitting an application are not the responsibility of the KWETB.

**Dr. Deirdre Keyes, Chief Executive**

Kildare and Wicklow Education and Training Board  
Chestnut House  
Millennium Park  
Osberstown  
Naas  
Co. Kildare