

## INFORMATION GUIDE

Applications are invited from suitably qualified candidates for the post of:

### **Adult Literacy Organiser (ALO) 2 Year Fixed Purpose Contract**

**Initial Duties:** Adult Literacy Organiser Coordinator (Initial Responsibility for Coordinating Regional Literacy)

**Initial Location:** Kildare and Wicklow Education and Training Board, Chestnut House, Millennium Park, Naas, Co. Kildare.

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

#### **Terms of Appointment:**

This appointment will be for a 2-year fixed-purpose contract subject to a nine-months probationary period. If at any time during the probation period, it appears that the appointee would not be suitable for final appointment the contract will be terminated.

#### **Introduction**

Education and Training Boards (ETBs) are statutory education authorities, established by the Education and Training Boards Act 2013 to replace the Vocational Education Committees (VECs). The Act created a new structure that better positions the sector to support the evolution of the delivery of educational services.

ETBs deliver a wide range of services across many educational levels throughout Ireland. They operate over 270 second-level schools, Post Leaving Certificate (PLC) colleges, vocational training centres, and over 500 education centres. ETBs are trustees of 92 Community Colleges. They also manage a growing number of multi-denominational primary-level Community National Schools ([www.cns.ie](http://www.cns.ie)). ETBs are involved in Youth Work, Youthreach programmes, apprenticeships, traineeships, prison education, Back to Education initiatives, Vocational Training Opportunities (VTOS) schemes, workplace learning programmes, outdoor education and training, adult and community education, and other educational programmes. There are ETB-run centres, schools or colleges in every corner of Ireland.

Subsequent to the enactment of the Education and Training Boards Act 2013, the ETB sector has undergone a major transformation. The Further Education and Training (FET) sector in

Ireland provides a range of education and training programmes to more than two hundred thousand people each year. FET is the distinct, diverse and vibrant sector of the Irish education system which provides learning opportunities at post-secondary school level to a range of different learners. The FET sector is unique within the Irish education system as it is not dedicated to any one specific group of learners by virtue of age or stage of educational development. FET opportunities include life-long learning, social inclusion and access to work-based learning opportunities for citizens aged sixteen and over.

### **Role Description**

Through the **Adult Literacy for Life Strategy and the Future FET: Transforming Learning -** The National Further Education and Training (FET) Strategy set ambitious targets to be achieved. A National Adult Literacy for Life Strategy Programme Office will be established to operate as a central, coordinating body across Government departments & other relevant stakeholders. A key element of this office will be to serve as a driver of collaboration & overall strategy implementation through the national network of Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy).

The Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will be located within the national network of ETBs and will report to the ETB Adult Education Officer for the efficient performance of tasks as agreed. There will also be a strong monitoring and reporting relationship with ALL National Programme Office, facilitated by the submission and subsequent approval of annual regional literacy plans in line with national templates, guidelines and strategic objectives.

The role will focus on working with stakeholders at a local level, as well as colleagues across the education, health, community development & local government supports & services to embed the required systems-based approach to addressing unmet literacy needs.

### **Place of Work**

Kildare and Wicklow Education and Training Board, Chestnut House, Millennium Park, Naas, Co. Kildare, W91FH6T

### **Hours of Work:**

Monday to Friday – 35 hours per week.

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.

### **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 starts at €47,932 per annum

## **Main Duties:**

**Initial duties and responsibilities for Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will include (but not be limited to) the following:**

- Map all local and regional services and stakeholders with a role to play in addressing unmet literacy needs and develop key contacts within this ecosystem.
- Establish, and serve as the Secretariat for, a Regional Literacy Coalition involving all relevant key stakeholders across Government, society, and economy
- Coordinate the roll-out of specific initiatives in support of Adult Literacy for Life at regional level (e.g., training programmes for local service providers, coordination of awareness campaigns; projects focusing on particular vulnerable target groups).
- Develop and submit an annual Regional Literacy Plan to the ALL National Programme Office for approval, which supports the delivery of the ALL strategy and facilitates cross-organization and cross-service coordination and partnership within the region, which is endorsed by the Regional Literacy Coalition
- Monitor delivery of the Regional Literacy Plan, submitting quarterly progress reports to the National Programme Office, and identifying any risks, barriers, or opportunities which impact implementation
- Contribute to national networks to share ideas and innovation and mainstream good practice in the delivery of Adult Literacy for Life cross-society and
- Participate in local and regional networks which will facilitate a collaborative approach in addressing literacy, numeracy, and digital inclusion at regional level
- Coordination of local administration of the Adult Literacy for Life Collaboration and Innovation fund for relevant partnership projects

## **Experience and Qualifications:**

The successful candidate will:

1. Hold a relevant qualification and post-qualification experience to include experience designing and managing advances relating to unmet literacy needs, numeracy and digital skills
2. Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace
3. Have a proven track record of project management and organisational skills to co-ordinate work plans, prioritise work, manage multiple priorities and meet deadlines
4. Be a self-starter capable of working on his/her own initiative, with strong multitasking capability and flexibility
5. Good planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment
6. Excellent leadership skills with the ability to manage staff and other resources effectively to deliver high quality output within tight time frames
7. Proven record as a team-player with a flexible approach
8. Highly developed oral and written communication skills, including negotiation, report writing and presentation skills.

**NOTE:** Qualifications/eligibility may not be verified until the final stage of the process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

### **Competencies Required:**

The Adult Literacy Organiser (Initial Responsibility for Coordinating Regional Literacy) will be required to show evidence of the following competencies:

#### **Leadership**

- Actively contributes to the development of the strategies and policies of the Adult Literacy for Life **strategy**
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole ensuring effective delivery of tasks
- Considers the effectiveness of outcomes across the ETB sector
- Clearly defines objectives and delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching and creating opportunities for skills development
- Identifies and takes opportunities to introduce new and innovative ways to improve services across the ETB sector
- Works actively with senior management

#### **Analysis and Decision Making**

- Research issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages with awareness of possible consequences
- Uses judgement to make clear, timely and well-grounded decisions on important issues
- Considers the wider implications of decisions on internal and external stakeholders
- Takes a firm position on issues he/she considers important

#### **Management and Delivery of Results**

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising considering challenging circumstances
- Looks critically at issues to see how things can be done better
- Is open to new ideas, initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services consistently

- Effectively manages multiple projects and personnel
- Is solution focused

#### **Interpersonal and Communication Skills**

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across the ETB
- Maintains poise and control when working to influence others
- Instils a strong focus on high standards of customer service in his/her area
- Develops and maintains a network of contact to facilitate problem solving or information sharing
- Engages effectively with a range of internal and external stakeholders, including the ETB's management and staff

#### **Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of Adult Literacy for Life Strategy and the ETB sector
- Has a breadth and depth of knowledge of relevant Government Strategy and Policy, along with ETB sectoral issues and is sensitive to wider political and organisational priorities
- Is focused on self-development, keeps up to date with relevant developments seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future.

#### **Drive and Commitment to Public Service Values**

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Promotes the highest standards of customer care and respect
- Through leading by example, fosters the highest standards of ethics and integrity.

#### **Health**

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

#### **Candidates must:**

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned
- And if successful, they will not be appointed to the post unless they:
- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

#### **Citizenship Requirement**



Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

### **CONDITIONS OF SERVICE**

The overall conditions of service are as per Circular Letter M15/01 as amended by collective agreements relevant to the Adult Literacy Organiser grade.

### **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 **Thursday, 9th October 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