



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARAGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

Kildare and Wicklow Education and Training Board invites application from suitably qualified candidates for the following post:

Title of Post:	Adult Education Officer (AEO) - KWNT0126
Nature of Post:	Permanent Full-time 35hpw. <u>Please note:</u> A panel may be formed from this competition and may be used to fill future permanent or fixed term Adult Education Officer vacancies at KWETB for a 12-month period.
Salary:	€62,952- €98,008 per annum
Annual Leave:	35 days per annum
Reporting to:	ETB Director of Further Education and Training
Location:	KWETB Head Office Chestnut House, Millennium Park, Naas Co.Kildare or KWETB Church Street, Wicklow Town, Co.Wicklow.
Function of Job:	The successful candidates will manage, support and coordinate the delivery of services and projects for an integrated FET education and training environment in Kildare/Wicklow.

Job Description

The duties and responsibilities of the position are subject to change as dictated by operational needs. The following list outlines key responsibilities and is not comprehensive:

- Strategic Implementation: Support and implement organisational and national Further Education and Training (FET) strategies within the ETB's FET Service.
- Service Delivery Management: Manage and support delivering FET services to learners and clients in the ETB's operational locations and centres.
- Planning and Development: Assist in planning and strategic actions in FET provision, including developing and delivering FET programmes.



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- **Promotion and Integration:** Promote FET services within the KWETB area and work with other key stakeholders to integrate FET provision.
- **Monitoring and Reporting:** Monitor the achievement of agreed targets and outcomes, oversee statistical and reporting requests from bodies such as SOLAS and the Department of Education, and manage assigned FET budgets.
- **Liaison and Representation:** Liaise with external delivery partners and other local statutory and voluntary agencies regarding FET provision and represent the ETB as required.
- **Compliance and Governance:** Carry out the lawful orders of the Director of Further Education and Training, fulfil duties as a sub-accounting officer, and ensure compliance with relevant regulations and standards.

The appointment will be made in accordance with the Education and Training Board (Act) 2013 and CL 0062/2016 Experience, Qualifications and Eligibility Requirements for the Recruitment of Adult Education Officers.

Experience and Competencies required:

The successful candidate will:

- (a) Have management experience at an appropriate senior level, including leading teams and managing resources;
- (b) Have relevant experience in the following:
 - Leadership role in adult learning;
 - Governance and management;
 - Performance or change management.
- (c) Demonstrate the capacity to work as part of a management team, contribute to the implementation of strategic plans, organisational policies and procedures;
- (d) Demonstrate the ability to manage and lead change and to fulfil reform requirements within the ETB;
- (e) Have strong interpersonal and collaborative skills including the ability to work effectively with a range of stakeholders and to represent the ETB as required;
- (f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:



- Leadership: Supporting, developing, leading and managing FET staff.
- Analysis & Decision Making: Programme planning, monitoring and implementation.
- Management and delivery of results: Reviewing, reporting and evaluating FET programme and service delivery.
- Interpersonal and communication skills: Promote, establish and maintain effective communications across all FET provision and with relevant voluntary and statutory bodies.
- Specialist Knowledge, Expertise and Self-development: Possess a clear understanding of the role and how it fits into the work of the ETB and maintain a focus on self-development, seeking feedback and opportunities for growth to help carry out the specific role requirements.
- Drive & Commitment to Public Service Values: Develop, manage and implement an ETB wide framework approach to the delivery of further education and training provision and service.

Qualifications

Third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage.

Health and Character

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.

A candidate for the office must be suitable on the grounds of character.

Remuneration

The Salary Scale is currently as follows:

€62,952, €65,847, €68,743, €71,637, €74,530, €77,422, €80,317, €81,959, €84,840, €87,764 , €90,692, €93,618, €98,008

Candidates should note that the starting salary will be at the minimum of the appropriate pay scale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.



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Selection and Interview Process

Due to the limited interview time and the high volume of applications we expect to receive, we will conduct a rigorous assessment of all application forms. We will focus on the relevance and extent of each candidate's work experience and qualifications.

Candidates who advance to the next stage will participate in a competency-based interview. This interview will assess critical competencies relevant to the Adult Education role, such as leadership, analysis and decision-making, management and delivery of results, interpersonal communication, and specialist knowledge. This stage evaluates how candidates' experiences and skills align with the position's demands.

We are committed to a fair and transparent selection process conducted under principles of equality and non-discrimination.

Application process:

Fully completed official application form must be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Monday, 26th January 2026**.

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.

Reasonable Accommodation Statement

Kildare and Wicklow Education and Training Board (KWETB) is committed to fostering an inclusive and supportive environment for all applicants, learners, and staff. We welcome and encourage applications from individuals of all backgrounds and abilities. We actively support the development and employment of people with disabilities and promote diversity and inclusion throughout the organisation.

In line with the Employment Equality Acts 1998–2015, we are committed to ensuring that candidates with disabilities are treated fairly, have the opportunity to perform at their best and that all recruitment processes are based on merit. We provide positive support to candidates who disclose a disability and ensure that requests for reasonable accommodations are assessed through a collaborative, transparent, and consistently applied process.

Reasonable accommodations are adjustments or supports that help remove barriers for individuals with disabilities, without imposing a disproportionate burden on an organisation.

Examples of reasonable accommodations may include:

- Providing accessible interview locations or online interview options
- Supplying materials in alternative formats (e.g. large print, Braille, or digital)
- Allowing additional time for interviews, assessments, or tests
- Modifying workspaces for accessibility
- Adjusting work schedules or offering remote working options
- Providing assistive technology or software
- Arranging for an Irish sign language interpreter or personal assistant during interviews or training

For more information or to request a reasonable accommodation, please contact niamhtormey@kwetb.ie to arrange a confidential conversation with a member of our team. All requests will be handled with sensitivity and confidentiality.

Human Resources Department, Kildare and Wicklow Education and Training Board, Chestnut House, Millennium Park, Naas, Co. Kildare