

Permanent Community Education Facilitator (CEF)

Initial Duties: CEF – Coordinator of Training Administrative Services - KWNT7026

Job Title:	Community Education Facilitator (CEF) - Permanent
Hours per week:	35 hours per week Monday to Friday
Reporting to:	Training Services and Innovation, Manager

Initial work Location:

Kildare and Wicklow ETB, Training Service Department Co. Kildare or Co. Wicklow.
KWETB reserves the right to assign the person to any other location as the service needs require.
This will be confirmed on appointment to the post.

The Position:

The Community Education Facilitator Coordinator of Training Administrative Services will be responsible, under the direction and guidance of the Training Manager/ Director of Further Education & Training and/or the Chief Executive for the co-ordination of KWETB's administrative services in respect of FET programmes and services.

Initial Duties and Responsibilities:

The initial duties will include but may not necessarily be confined to the following:

- Co-ordinate the implementation of Administrative Services standards and quality control in consultation with Training Manager and other senior FET management.
- Develop and implement appropriate policies and procedures and ongoing monitoring and reporting structures for the ETB's administrative activities.
- Liaise closely with FET staff involved in the Training Services & Innovation team.
- Assist with the planning and development systems and administrative duties for, FET services, DEASP and other agencies as required.
- Liaise with all our internal stakeholders; Youth Officer, schools, employer groups, local community groups/programmes and others in accordance with specific programme promotion and development as required.
- Responsible for administration of Specialist Training Providers and Training Centres, Claims, Contracts and Business plans with KWETB ensuring compliance with Framework.
- Keep records and statistics and prepare reports, returns and submissions as required, in consultation with the Training Manger/ Director of FET, including reports for SOLAS, DES, FET senior managers and other relevant bodies.
- Liaise with Quality Assurance, HR, Finance, Recruitment, Procurement, and other relevant sections within KWETB as required.
- Establish and maintain effective links with stakeholders
- Liaise with learners and industry stakeholders to ensure programmes meet their training needs.

- Data Analysis of Training Services Programme to ensure we meet yearly targets, identify areas for improvement and growth.
- Act in a representative capacity for Kildare & Wicklow ETB as required
- Approve/reconcile expenditure for payment in accordance with programme guidelines and ensure accuracy of all supporting documentation.
- Ensure compliance with all Health and Safety requirements.
- Provide administrative support where required, in consultation with the Training Manager.
- Maintain an ethos appropriate to adult learning.
- Undertake any other duties appropriate to the needs of the local scheme as may be assigned by the Training Manager /Director of FET/ CE for the effective and efficient management of resources and having regard to the changing needs of the service.
- Carrying out an annual audit of administrative activities.
- Developing and maintaining strong relationships with all stakeholders.
- Advising learners on how best to prepare job applications.
- Deputise for Recruitment Officer to provide a recruitment and selection service for all Training Services programmes in line with identified guidelines, targets and plans in conjunction with overall FET plan
- Undertake any other duties/projects as requested by the KWETB management team.

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, and / or significant relevant work experience; third level qualification(s) in relevant discipline(s) commensurate with this role would be a decided advantage
- A high level of knowledge and expertise in the area of the Further Education and Training (FET)
- Excellent ICT, administration, and co-ordination skills.
- Excellent motivating, negotiating, interpersonal and team-working skills
- Experience of developing policies and procedures and implementation and monitoring of same.
- Excellent oral and written communication skills
- Good presentation skills

Successful applicant profile:

- Embody the values and ethos of Further Education and Training.
- Be a leader committed to the highest standards of education provision, administration, and governance.
- Have strong people management, organisation, and administration skills.
- Be a visionary and have experience in delivering projects through teamwork.
- Understand and value a team-based approach.
- Be a problem solver; and
- Be a strong team player who develops and maintains strong relationships with stakeholders.

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 appointee to the post of Community Education Facilitator - Coordinator of Training Administrative Services- will be required to show evidence of the following competences:

Leader

- Develop, implement, and evaluate FET systems
- Develop and support FET projects and new initiatives including project management.
- Lead and manage FET planning and reporting processes including providing cascading support to FET managers.
- Develop and deliver comprehensive training including materials to end users. • Support the implementation of national and local FET policy within KWETB;
- Demonstrates the ability to effectively lead, motivate and manage others.

Communication

- Promote FET through networking, awareness raising and publicity.
- Liaise with relevant voluntary, statutory and community bodies.
- Maintain effective relationships with internal and external stakeholders.
- Present information, both written and verbal, clearly and concisely to a wide variety of audiences; and
- Act as an effective link between staff and senior management.

Organisational management and administrative skills

- Manage resources, e.g. finance, materials, premises, etc.
- Keep records and prepare reports and submissions in consultation with the Training Manager /AEO/Directors/CE, as appropriate.
- Implement an organisational plan to meet the deadlines per internal and external planning and reporting requirements.
- Establish, implement, and maintain effective data management systems
- Prepare and provide training and associated materials to support the implementation of FET systems.

Self-awareness and self-management

- Enhance own expertise through training, development, and networking with relevant bodies.
- Reflect on own actions with a view to continuous learning and self-development.
- Set a good standard of professional interactions and ensure excellent relationship boundaries are in place.
- Be aware of own skill set and traits and seek help and advice when required; and
- Uphold professional integrity at all times.



Citizenship Requirement:

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non- EEA nationals with a valid work permit. Please note you must advise KWETB if a work permit is required by you before commencing employment with KWETB. This requirement should be notified to KWETB as soon as possible. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreements may also apply.

Health and Character:

Those under consideration for a position will be required to complete a health and character declaration and a Garda Vetting Form. References will be sought.

Salary: Effective 1/6/2026

€49,400, €52,381, €54,279, €56,025, €57,811, €59,611, €61,421, €63,240, €65,057, €66,874, €68,690, €70,506, €72,326, €74,403, €76,999

Starting Salary

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.

Application process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **Thursday, 18th June 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.

Dr. Deirdre Keyes, Chief Executive

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