

JOB DESCRIPTION

Post Title:	VTOS Coordinator, Fernhill Plaza, Wexford Rd, 4-5, Knockanrahan Lower, Arklow, Arklow, Co. Wicklow, Y14 AV27 – KWNT11526
Nature of Post:	Full-Time Specified Purpose (Secondment) *This position is offered on a specified-purpose contract basis. While the purpose for which the post has been established is anticipated to continue for 12 months, the contract may terminate sooner if the purpose ceases, or continue beyond this period should the business need remain*
Reporting to:	Adult Education Officer (AEO), Director of Further Education and Training (FET)
The Position:	The VTOS Coordinator will work closely with the AEO and have responsibility for leading and managing specific FET programmes and services within KWETB. They will be responsible for developing, communicating and implementing KWETB's FET Services, Strategy, plans and policies in consultation with FET Senior Management.

Initial Duties and Responsibilities:

To participate, under the direction and advice of the Director of Further Education & Training and the AEO and in co-operation with other managers and staff, in the organisation, co-ordination and monitoring of courses, programmes and any activities which may be involved in or arise out of the appointment within the Board's scheme, as the Chief Executive may decide. They will be responsible for developing, communicating and implementing actions to achieve KWETB's FET Strategic targets under the National FET Strategy.

Key Duties /Areas of Responsibility of Centre Manager

- Plan, develop, and manage the KWETB FET provision in consultation with the AEO and other senior managers;
- Maintain an ethos appropriate to adult learning;
- Manage a centre team, providing strategic vision, support and direction in line with key functions of FET provision;
- Support, develop and manage FET practitioners and learners;
- Support innovative projects and courses across the service and ensure these are mainstreamed when appropriate;
- Work with the local community and stakeholders to identify education and training needs in the area and work with the team to develop appropriate programmes and courses to respond to the need;
- Manage resources, e.g. finance, materials, premises etc.;
- Keep records and prepare reports and submissions in consultation with the Director of FET/AEO as appropriate;
- Promote KWETB's FET service through networking, raising awareness and publicity;
- Participate in the Centre Management Team with responsibility for overseeing the management of the FET Centre;
- Enhance own expertise through continuous professional development.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

To qualify for appointment the successful candidate must be:

- Fully qualified for appointment to a teaching post in accordance with relevant Department Circular letters.
- A minimum of 5 years teaching service
- Registration in accordance with section 30 of the Teaching Council Act 2001

SKILLS & EXPERIENCE

- Experience / knowledge in FET, Education Management, or other equivalent education/training, experience in adult, youth or community work;
- Excellent planning, organisation, communication and teamwork skills;
- Excellent analytical, negotiation and decision-making skills;
- Excellent report writing skills and high level of IT competency;
- Proven track record of working in partnership and building positive relationships with internal and external stakeholders;
- Experience of developing and implementing FET strategy, programmes and initiatives;
- Successful applicant will have a full driving licence and access to a car and be willing to work flexibly outside of normal working hours as required.

COMPETENCIES

- **Leader – Education and Training**
- **Leader – Service/Programme Development**
- **Leader – People and Teams**
- **Communication**
- **Organisational Management and Administrative Skills**
- **Self-Awareness and Self-Management**

CONDITIONS OF SERVICE

Terms of Appointment

Remuneration:

The salary scale for this post will be the revised scale from 1st June 2026 for post-primary teachers appointed on or after 1 January 2011. Point 1 of this scale is currently €47,417. An annual VTOS Co-Ordinator allowance will also apply currently (€8,918).

IMPORTANT NOITCE RE: SALARY: As per Department of Education guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours of work:

Full time with a combination of coordination and teaching duties per week. Currently, based on student numbers teaching duties required is 15 hours per week.

ELIGIBILITY TO COMPETE

Citizenship Requirements

Eligible candidates must be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 permission^[1] or a Stamp 5 permission.

To qualify candidates must be eligible by the date of any job offer.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment- in-lieu in respect of service in any Public Service employment.

How to Apply:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Wednesday, 23rd September 2026**.

Note

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.

- Late applications will not be accepted.
- Applications will not be accepted by fax.
- Short listing may apply.
- Canvassing by or on behalf of the candidate will automatically disqualify.

Dr. Deirdre Keyes, Chief Executive

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