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**JOB DESCRIPTION**

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| Competition Title: | Adult Educator – Community Education |
| Grade: | Adult Educator |
| Reporting To: | Adult Education Officer or Centre Manager |
| Tenure: | Temporary, pensionable |
| Location: | Appointment is to the Scheme – WWETB reserves the right to assign a staff member to any other location, as the service exigencies require.  Bunclody Further Education and Training Centre |
| Applications to: | Online only at <https://www.wwetb.ie/about/organisation/human-resources/vacancies/> |
| Competition Profile: | This is an open competition. |

**Summary of Position**

WWETB’s Community Education provides adult education and learning services, generally outside the formal education sector, and aims to enhance learning, empower people and contribute to society. The Community Education Programme supports the delivery of community-based education with a focus on reducing educational and social disadvantage.

The successful candidate will be required to coordinate resources to promote and deliver high quality, flexible programmes to a variety of adult learners returning to education. Successful candidates will need to be flexible, with evening and weekend work likely to fulfil the duties of the role. The adult educator will be assigned to Community Education.

**Role and Responsibilities of Adult Educator (Community Education)**

* Report on activity to line manager on a daily, weekly, and monthly basis as required.
* Direct class contact/learner support in keeping with programme needs as required by management subject to a maximum of 20 hours per week (pro rata for those not on full hours)
* Work with WWETB and programme management/Community Education Team/FET Colleagues in the planning, delivery and evaluation of appropriate responses to further education and training needs/community-based education and to ensure a coherence of delivery for learners across WWETB
* Work with WWETB and programme management/Community Education Team/FET Colleagues to (i) agree and implement a Service plan for the delivery of F.E.T. services and (ii) participate in internal evaluation and audit process as set out as required by our funding organisations.
* Liaise with external agencies e.g., Library, DEASP, HSE, Community and Voluntary Sector, Schools, to respond to learner needs and facilitate their engagement with the service.
* Participate in PLD as required to suit the needs of provision.
* Enable adults to overcome barriers that hinder access to learning and participation in WWETB courses.
* Supervision/support of tutors including meeting requirements, issues and training needs.
* Identify learning pathways for individuals and groups of learners.
* Quality Assurance and Curriculum development (certified and uncertified programmes) monitoring and delivery, implementation of certification procedures. Addressing quality issues. Supervision of work experience (if applicable) and of front line guidance and information as appropriate.
* Support the delivery and governance of Reach/General CE Funding.
* Administrative duties relevant to the post, including the maintenance of records, database maintenance and the provision of reports as required.
* Assessment and monitoring of learner course work as required.
* Conducting interviews/initial assessment of learners as required.
* Administrative duties relevant to the post, including the maintenance of records, database maintenance and the provision of reports as required.
* Participate and contribute to management of base centre.

The above job specification is not intended to be a comprehensive list of all duties involved, and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

**Desirable Requirements**

* Understanding of Adult Education and the variety of work involved.
* Track record of service delivery and using own initiative.
* A work history of excellent communication and teamwork.
* Experience in dealing directly with adult learners.
* Ability to represent WWETB in a professional and knowledgeable manner.
* An ability to work with vulnerable groups in a sensitive and empathic manner.
* High level of interpersonal skills.
* Excellent standard of written, verbal and presentation skills.
* Ability to adopt a flexible approach to achieve goals.
* Minimum Level 6 Qualification in Education & Training or related field.
* Minimum of 3 years’ experience in Education & Training or related field.
* Full clean driving licence.
* Ability and qualifications to deliver modules/subject specific areas.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

and Skills from time to time for Adult Educator roles. Entry point to this scale will be

determined in accordance with Circulars issued by the Department of Education and Skills. Rate of

remuneration may be adjusted from time to time in line with Government Policy.

**Particulars of the Position**

The post is wholetime (35 hours per week), permanent and pensionable.

**Application Form**

Applications must be made on the official Adult Educator Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process.

**Shortlisting**

Waterford and Wexford ETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Adult Educator Application Form and the likely number of vacancies to be filled. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form. The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by Waterford and Wexford ETB. The interview will be competency based and marks will be awarded under the following skill sets identified for the position of Adult Educator:

* Teamwork
* Analysis and Decision Making
* Customer Service and Communication Skills
* Information Management, Specialist Knowledge, Expertise and Self Development
* Delivery of Results/Drive and Commitment to Public Service Values

***Teamwork***

* Ability to work independently and co-operatively as part of a team.
* Proactively engages in and promotes clear communication of information and needs within working relationships.
* Shows respect for colleagues and co-workers.
* Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.
* Understands own role in the team, making every effort to play his/her part.

***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.
* Uses judgement to make clear, timely and well-grounded decisions on important issues.
* Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders.
* Takes a firm position on issues s/he considers important.

***Customer Service and Communication Skills***

* Actively listens to others and tries to understand their perspectives/requirements/needs.
* Is respectful, courteous and professional, remaining composed, even in challenging circumstances.
* Can be firm when necessary and communicate with confidence and authority.
* Presents information in a confident, logical and convincing manner, verbally and in writing.
* Encourages open and constructive discussions around work issues.
* Instils a strong focus on Customer Service in his/her area.
* Develops and maintains a network of contacts to facilitate problem solving or information sharing.

***Information Management, Specialist Knowledge, Expertise and Self Development***

* Follows procedures and ensures they are implemented in own area, understanding the rationale behind each.
* Evaluates current work practices to identify changes that could be made to improve efficiencies.
* Approaches and delivers all work in a thorough and organised manner
* Draws appropriate conclusions from information
* Is comfortable working with and manipulating a range of data, e.g., numerical, written etc.
* Is considered an expert by stakeholders in own field/area.
* Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.

***Delivery of Results and Drive and Commitment to Public Service Values***

* 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 in light of changing circumstances.
* Is self-motivated and shows a desire to continuously perform at a high level.
* Is personally honest and trustworthy and can be relied upon.
* Ensures the citizen is at the heart of all services provided.
* Through leading by example, fosters the highest standards of ethics and integrity.