

# JOB DESCRIPTION

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| **Job Title:** | Coordinator with responsibility for the part time Back to Education Initiative Programme (BTEI) |
| **Reporting To:** | AEO |
| **Initial Duties:** | BTEI Coordinator |
| **Location:** | Initial Location: Further Education and Training Centre, Wolfe Tone Road, Dungarvan, Waterford  |
| **Nature of Position:**  | Permanent |

**Summary of Position**

The BTEI Coordinator will be appointed on a permanent basis and will be initially based in the Further Education and Training Centre, Wolfe Tone Road, Dungarvan. The Coordinator will have responsibility for part-time accredited programmes run under BTEI across west Waterford.

**ROLE AND RESPONSIBILITIES**

*The responsibilities of the post include the following:-*

**Management/Administration**

1. Plan, develop, timetable and manage the BTEI Programme in consultation with the Adult Education Officer/Director of Further Education and Training.
2. Plan, manage and monitor BTEI budgets and expenditure annually and complete financial projections and reports as per SOLAS, Department of Further and Higher Education, Research, Innovation and Science and other requirements.
3. Ensure premises, facilities and resources (including ICTs) used in delivery of the programme are appropriate and relevant to the needs of the learners, staff and provision and in line with all QA standards.
4. Ensure accurate and complete data and information is securely maintained on the programme and participants (FARR, PLSS, etc) at all key stages
5. Keep records and report on or make submissions on the programme annually to let stakeholders e.g. ETB, Community Partners, SOLAS DFHERIS as appropriate (in consultation with AEO/FET Director/CE)
6. Keep up the date with relevant legislative and policy documents in the sector and keep staff and other colleagues informed as appropriate.

**Supporting Staff and Learners**

1. Provide vision, clarity and direction in line with key functions of BTEI for all involved in the implementation of and delivery of the programme.
2. Allocate staff to the programme and lead, monitor and support them in the delivery and integration of their course(s)
3. Hold regular meetings with staff as appropriate and/or provide structured opportunities for in-service/staff development.
4. Implement screening processes with learners who apply for programmes to assess their interest, motivation, as well as numeracy, literacy and IT capabilities prior to entry.
5. Provide mechanisms for learner consultation, evaluation and feedback to inform future programme planning.
6. Provide student supports within the resources and guidelines of the programme.
7. Enhance own expertise through training, development, and networking.

**Development and Quality Assurance**

1. Actively participate in the development of programmes and initiatives that support WWETB’s Strategic Performance Agreement with SOLAS.
2. Design and promote courses and programmes to match local skills demands and respond to learners’ needs in location across West Waterford.
3. Ensure accreditation is provided as appropriate on all programmes and ensure systems and procedures are robust and in line with validation and QA agreements.
4. Highlight and maintain a learner centred and adult education ethos on the programme.
5. Maintain integrity of QA procedures in the programme and strive to achieve the highest quality of standards.
6. Ensure staff are aware of and following codes of practice and procedures in key area in line with QA agreements as well as other key policy and legislative requirements.

**Networking**

1. Promote the BTEI programme through networking, awareness rising and publicity events.
2. Work in integrated and collaborative ways with ETB colleagues in other part-time and full time programmes.
3. Work closely with the Adult Literacy Service to provide reasonable progression pathways for learners.
4. Work with the Adult Guidance Service to implement a guidance plan for the BTEI programme in West Waterford.
5. Liaise and support community and voluntary groups to be involved as local providers of BTEI funded courses in their localities.
6. Liaise with others involved in the local delivery of adult and further education and training as well as key agencies who have connections with target groups to identify emerging needs or enable referral, joint delivery of programmes etc.
7. Liaise with the Service to Business Unit to ensure the ongoing relevance and appropriateness of BTEI programme in up-skilling and re-skilling initiatives in line with ETB integrated service requirements.
8. Act in a representative capacity if required in relation to adult education and upskilling issues and initiatives.

This list is not an exhaustive list and you may be required to take on other tasks and duties for the proper and effective performance of your role.

# Essential Requirements

* A high level of knowledge and expertise in the area of Further Education and Training.
* 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.
* Broad Public Sector knowledge relevant to this area of work.
* Excellent oral and written communication skills.
* Willingness to work flexible hours outside of normal office hours.
* Full clean driving license and access to a car.

# Competences required:-

# The person appointed will be required to demonstrate competence in the following areas, as related to the job description:

# Leadership

# Analysis and Decision Making

# Management and Delivery of Results

# Interpersonal and Communication Skills

# Specialist Knowledge, Expertise and Self Development

# Drive and Commitment to Public Service Values

# Salary

Salary will be paid in accordance with such rates as may be authorised by the Minister for Higher and Further Education from time to time. Entry point to this scale will be determined in accordance with Circulars issued by the Department of Higher and Further Education. Rate of remuneration may be adjusted from time to time in line with Government Policy.

# Particulars of the Position

The post is wholetime permanent (35 hours per week) and pensionable. The person appointed will work a full week and will be responsible for the building, the stock, the staff and the adult learners in their care.

# Application Form

Applications must be made on the official Coordinator 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

WWETB 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 BTEI Coordinator 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 WWETB.